This Guide is written for Records Update Utility (R 9.02 AIX)
This is version 8.01 of the Functional Administrator's Training Guide

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LESSON 1: INTRODUCTION

OBJECTIVE/SYNOPSIS:

In this lesson the user will be provided with a brief introduction to the installation support module (ISM), Records Update Utility (RUU).

Upon completion of this lesson the following will be discussed:

- Purpose of the Functional Administrator’s Training Guide
- Role of the Installation Support Modules and RUU Application goals
- User, functional, and technical support.
- Basics of RUU hardware, software, and database.

TARGET AUDIENCE: RUU Functional Administrators

EXPECTED TRAINING TIME: 30 minutes

NOTES:

The Functional Administrator’s Training Guide

This Functional Administrator’s Training Guide is designed to provide the Functional Administrator (FA) with a reference work that describes the operation of the Records Update Utility (RUU) software application on a function-by-function basis. This document will aid the FA in the processes of configuring RUU to meet the installation's needs and carrying out administrative maintenance on an as-needed basis. In addition, this guide will serve as a reference guide when additional personnel need to be trained or when a sparsely used function needs to be addressed.

In addition to the functional administrator’s training guide, the FA may also be provided with end user training guides for the various groups of end users that may need to be trained in their user community. Each one of the end user training guides will focus on the specific functions associated with the end-user groups the guide is written to support. When training a specific end user group it is advantageous to utilize the end user training guide associated with this group as opposed to using the functional administrator’s training guide. The functional administrator guide describes every valid function available in the RUU ISM.

The Role Of The Installation Support Modules

There are about 70 major installations supported by the US Army. Installation Management includes multiple functional activities that are similar between installations. These activities include operations in the command, resource management, and logistic community support and personnel arenas. Many of these operations are still executed manually, or the existing automated information systems do not allow data sharing across functional areas. In order to support these operations the Army has developed Installation Support Modules.

An Installation Support Module (ISM) is a computer application designed to improve accuracy. These applications were developed as a result of the input from a large cross section of Army users. Installation Support Modules (ISMs) provide the following enhancements:

- Aid to Army personnel in conducting everyday business processes with greater ease and efficiency.
- Elimination of the need for army personnel to relearn their jobs; ISMs will help Army personnel perform their existing jobs.
- Standardization of Army business processes and software, with the flexibility to support the special needs of most Army installations.

Installation Support Modules Currently Fielded and their Specific Roles

All of the ISMs listed below have been developed to provide a fully integrated, standardized, and shared information processing system for each installation. Currently as of the publication of this Functional Administrator Training Guide (FATG) there are ten ISMs fielded. The ISMs currently fielded and a brief description of their roles is listed below:

PERSLOC

Personnel Locator (PERSLOC). PERSLOC assists in locating the address and phone number of military and civilian personnel at the installation.

INPROC

Military Personnel In-Processing (INPROC). INPROC assists Army Installation Personnel with In-Processing gained Military Personnel. In brief, INPROC supports the following:

- Reporting Pending Gains
- Tracking of In-Processing Personnel
- Scheduling of In-Processing Personnel

OUTPROC

Military Personnel Out-Processing (OUTPROC). OUTPROC assists Army Installation Personnel with Out-Processing departing Military Personnel. In brief, OUTPROC supports the following:

- Reporting Pending Losses
- Tracking of Out-Processing Personnel
- Scheduling of Out-Processing Personnel

TRANSPROC II

Military Personnel Transition Point Processing, Version II (TRANSPROC II). TRANSPROC II assists Army Installation Personnel with the functional processes associated with the transition of soldiers from active duty status to retirement, discharge, or release from active duty. TRANSPROC II also has system interfaces with the Army Pay Systems (DRAS & DJMS). These interfaces expedite the pay process for a transitioning soldier.

RUU

Records Update Utility (RUU). The RUU ISM allows personnel to input SIDPERS Transactions and SGLI/DD93 Family member processing data. This application can be accessed from INPROC and OUTPROC.

DAMIS Drug & Alcohol Management Information System (DAMIS). The DAMIS ISM was developed to satisfy two primary objectives: The first objective is to provide automated support for field level tracking and management of the identification and rehabilitation of alcohol and other drug abusers. The second objective is to provide installation commanders and other Department of Defense (DoD) policy makers with statistical information on alcohol and other drug abuse in the Army and the effectiveness of the ADAPCP.

EDMIS Education Management Information System (EDMIS). EDMIS application objectives are delineated at installation level and at echelons above installation level. At the installation-level one of the prime functions of the system is to automate the soldier's basic educational record (DA Form 669) to allow data entry, modification, query, and reporting at any one installation, and the electronic transfer and retrieval of records across installations, higher echelons and other agencies

CIF Central Issue Facility (CIF). The CIF module's objective is to automate the business processes at the central issue facility at Army installations. CIF provides a standardized Army-Wide, automated, user-friendly system for the receipt, storage, issue, exchange, and turn-in of authorized Organizational Clothing and Individual Equipment (OCIE) at Army installations.

DENTRAD Dental Readiness System (DENTRAD). The DENTRAD ISM allows the Dental Clinic to track soldier dental records, facilitate in-processing at the dental clinics, and provide soldier dental status information to Unit Commanders.

AIMS-PC The Automated Instructional Management System – Personal Computer (AIMS-PC) system replaces current training management systems AIMS and AIMS-R and supports individual resident and non-resident training. AIMS-PC automates course development, student management, grade book management, testing and evaluation of students, inventory management, scheduling of classes, events and resources, archival of historical records, and worldwide distribution and printing of instructional and testing materials.

RFMSS The Range Facility Management Support System (RFMSS) provides a standard, integrated system to efficiently assist installation commanders in providing training support for units and schools and to manage valuable training lands and ranges at Army installations and in theaters of operations.

NOTES:

How Do the ISMs Work?

All of the ISMs and their associated databases (with the exception of AIMS-PC and RFMSS) are stored on a common server located at the installation's Directorate of Information Management (DOIM) or Information Technology Business Center (ITBC). End user PC's, and shared printers, are connected to the server via the Local Area Network (LAN). Whenever end users access their specific application(s) from their PC, they are in fact adding, manipulating, and/or deleting data from the application database that is located on the server. This is why an individual with a valid user ID and password can use any PC that has been configured to access ISM to gain access to their specific application.

Access to the ISM Server is established using a Telnet Package called WinQVT. The Telnet Package resides on the end user's PC. The server is physically located at the DOIM/ITBC however the CONUS Theater Network Operation Center (CONUS TNOSC) is responsible for maintaining and upgrading the database and operating system of the server. CONUS TNOSC provides these services through the Wide Area Network (WAN). These services include, but are not limited to, systematic database backup, updating security information which resides on the server (i.e. user ID' and passwords), and resolving trouble ticket issues. In the case of a catastrophic server failure, the system is designed in such a manner that, once the physical hardware is repaired, the server can be brought back into full service with minimal DOIM/ITBC assistance and minimal database loss.

ISM Web Site Information

The Project Office Hazardous Substance Management System/Installation Support Modules (PO HSMS/ISM) has a web page, which contains all the latest information regarding each of the ISM applications, the ISM fielding schedules, and other ISM information. The web address for this web page is as follows: **www.peostamis.belvoir.army.mil/hsms/index.htm**. If interested in obtaining a copy of training documentation from this web page click on Software Applications under the HSMS/ISM heading. A list of the software applications will appear. To access the training document for a particular ISM, click on the appropriate ISM application. This will connect to another link within the website, from here double click on the appropriate functional administrator's training guide. The "File Download" dialog window will appear. If the "Save this program to disk" button is selected then click on the OK button. Otherwise select the "Save this program to disk" and click on the OK button. Select the directory to save file to and click on the Save button. To retrieve the file, go to the directory where the file is saved and double click on the file.

In addition, the CONUS TNOSC has a web page. The web page provides information in regards to loading WinQVT on a PC and obtaining user logins and passwords for the ISMs. The CONUS TNOSC's web page address is www.ansoc.army.mil.

Target Software Functionality

The Installation Support Model (ISM) RUU automates a few of the labor intensive administrative tasks handled by in-processing and out-processing personnel. This in turn allows in-processing and out-processing personnel to provide better service to soldiers in-processing and out-processing at the installation.

The following depicts the some of the features RUU has to offer its user community:

- Information located in the RUU database is current, accurate, and available to all end users instantaneously and simultaneously.
- Standardized information is setup once by the functional administrator and is then available to all RUU users.
- RUU helps to reduce input of duplicate information through use of one database. (Currently, the same information is input at several offices, for example, SSN, Name, and Address).
- RUU can be used to prepare SIDPERS transactions, which will be transferred to the SIDPERS Interface Branch (SIB) at the installation Military Personnel Division (MPD) office.
- RUU allows the user to perform SGLV (Serviceman's Group Life Insurance) and DD Form 93 (Record of Emergency Data) data collection, edits and verification procedures which are currently done using TACCS (Tactical Army Combat Service Support Computer System). RUU also generates the Serviceman's Group Life Insurance (SGLV) form and the Record of Emergency Data form (DD Form 93) for unit sets and individual soldiers.
- RUU interfaces directly with INPROC and OUTPROC therefore populating common data entry fields from the RUU database.
- RUU generates various administrative reports and helps to improve decision-making through the capability to provide timely access and display of data and the ready execution of shared processes.

The Functional Administrator's Role

The Functional Administrator is the title for the individual accepting the tasks that lead to the success and the implementation of the RUU application at the installation. The Functional Administrator (FA) is responsible for five general areas:

1. Submitting user login and password requests for their ISM users to the ISSO, their ISM POC, or the CONUS TNOSC (Obtaining a User Account)
2. Conducting end user training
3. Initializing and customizing the software to support installation's needs
4. Loading ISM software or notifying local DOIM/ITBC or ISM POC of workstations, which need to be loaded with ISM software.
5. Reporting problems and forwarding recommendations.

Each of these responsibilities is discussed below.

Obtaining a User Account

The FA is responsible for submitting the ISM user login and password request form for each Installation Support Module user to the installation's Directorate of Information Management (DOIM) office, Installation Support Module point of contact (ISM POC), ISSO (Installation Systems Security Officer) or the CONUS Theater Network Operations Center (CONUS TNOSC). Once a user login and password request is submitted the request will be reviewed by the CONUS TNOSC, if everything is complete and there are no problems in regards to the user login and password request then the CONUS TNOSC will assign a ISM login (usually the user's last name followed by the first initial from their first name) and a password (system generated) combination to the user. This information will then be forwarded to the DOIM, the ISSO, or the ISM POC who will in turn forward this information to the functional administrator. At this point, you will still be required to add and assign access privileges for this user to the RUU application. See Lesson 3: RUU Security and Administration for instructions on adding and assigning access privileges to RUU.

Note: See the following website: www.ansoc.army.mil/Internet/templates/SIPRNET/FH_Form_380-23-R-E.PDF to obtain a copy of the User Login Request form.

User Training

The FA is responsible for conducting both initial and sustainment training to end users as required by the installation.

Customization of the Application

Customization of the application involves entering installation-specific codes and data for reference by the users. This includes code controls and the current duty location for SGLV-8286 forms.

Loading ISM Software on The RUU Workstations

The functional administrator at an installation is required to keep their local DOIM/ITBC or ISM Point of Contact informed of the workstations they wish to use in order to access the Installation Support Modules (ISMs).

In some instances, the functional administrator may also be the person responsible for loading the software used to access the ISMs. If so, then each workstation must meet specific standards in order to access the ISMs. First, the workstation must have connectivity to the installation's network. If this is not the case, then DOIM/ITBC office must be contacted in order to get connectivity to the installation's network. In addition, the workstation must have the QVT/Term application available for use. If QVT/Term is not available for use on the workstation then the local DOIM/ITBC or ISM POC must be contacted to setup the workstation so that the ISM applications can be accessed. If the local DOIM/ITBC or ISM POC is not available to load QVT/Term then refer to Appendix C in this FATG or go to the CONUS TNOSC website www.CONUS TNOSC.army.mil . Appendix C provides the step-by-step instructions for loading a workstation with the QVT/Term application. This website gives instructions for loading QVT/Term and it also allows the user to download the software from the website. Prior to loading QVT/Term please notify the local DOIM/ITBC to ensure that the workstation is connected to the local network.

Reporting Problems and Recommendations

The third major responsibility for the FA is the coordination of the submission of the DA Form 5005-R, which is used to recommend improvements and to identify problems with the software. The following shows the steps for reporting problems and/or recommendations:

PROBLEM REPORTS

1. User reports a problem to the FA.
2. The FA reviews the problem, and if it's determined that the problem does not arise from user error, the FA completes a Problem Report (PR). In this instance the electronic DA Form 5005-R is to be used. The form should be completed IAW DA PAM 25-6.
3. Once the FA completes the DA Form 5005-R the FA should print a copy of the DA Form 5005-R for their installation's records because once the PR is submitted electronically the form is no longer available for modification. This copy can serve as a reference copy if the CONUS TNOSC should call for more clarification in regards to the PR.
4. Once the form is complete and a printed a copy of the completed form is available, submit the PR to the CONUS TNOSC utilizing the electronic method of transmitting PRs. This process is discussed in Lesson 15, Problem Report/ECP-S Submission Menu

RECOMMENDATIONS (Engineering Change Proposals-ECP)

1. Recommendations may come from several sources. The FA should review and validate all recommendations. Once this process has taken place DA Form 5005-R needs to be completed so that it may be submitted to CONUS TNOSC for review.

2. Print a copy of the DA Form 5005-R for the installation's records because once the ECP/PR is submitted electronically the form is no longer stored in the installation level integrated database. This copy will serve as a reference copy if the CONUS TNOSC should call for more clarification in regards to the ECP/PR.
3. Once the form is complete and a printed a copy of the completed form is available, submit the ECP/PR to the CONUS TNOSC utilizing the electronic method of transmitting the ECP/PR. This process is discussed in Lesson 15, Problem Report/ECP-S Submission Menu

Other Sources of ISM Information

The following table lists material that may be available to the FA for reference:

TOPIC	**TITLE**
ISM Security	Installation Support Modules (ISM) User Security Guide
RUU Software User Manual	RUU Software User Manual
ECP-S and Problem Reports	DA PAM 25-6 Configuration Management for Automated Information Systems

NOTES:

The ISM Screen

Generally, the RUU ISM Master Menu screen looks like this:

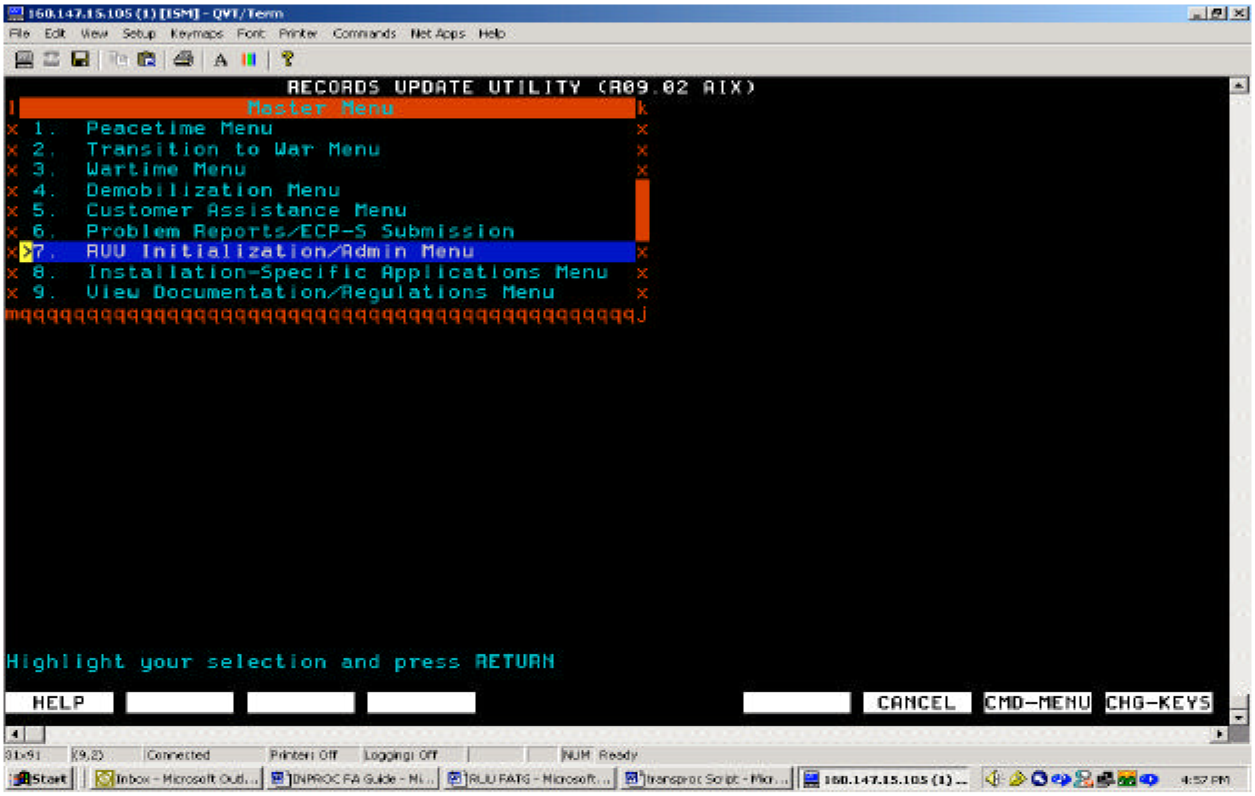

Figure 1: The RUU Screen components

There are four regions on every ISM screen.

The band at the top of the screen shows the ISM's name and version. In the diagram above, the words "Records Update Utility " are displayed in this region. The version number of the application also appears in this area. It is important to pay attention to the version number or release number of the application because each change in version number/release number denotes a major or minor change to the application.

The second region from the top is the largest, and is the part of the screen in which menus, lists, and data entry screens appear. This is where the work is accomplished; it is the only part of the screen in which changes can be made. In the diagram above, a menu is pictured in this region. In the ISMs, every menu has a title that appears across the top, and a box around the items on the menu. Because the application is a nest of windows the current active window will be highlighted in red.

The third region (counting down from the top of the screen) displays a prompt. In this part of the screen, the ISM displays instructions and explanations. This is the part of the screen the user should look at first; it will almost always describe what to enter in a field, or display a problem area.

The bottom region contains eight shaded boxes separated into groups of four. These boxes correspond to the function keys on your keyboard. From left to right, the boxes match function keys F1 through F8. The order of the boxes is always the same.

As the ISM is used, notice that words appear in the boxes. The words indicate the roles of the function keys. Boxes without words represent function keys that are not in use at the time. For example, in the diagram above, the screen indicates that the <F1> key can be used to show the help screen.

Error Messages

Occasionally, when using an ISM, the application will notify the user that an error has occurred. Figure 2, below depicts what a database error message looks like. These messages can be displayed in three locations on the screen: a message inside a box, a single-line message printed on the prompt line, or a one- or two-line message at the top left corner of the screen.

A message in a box looks like this:

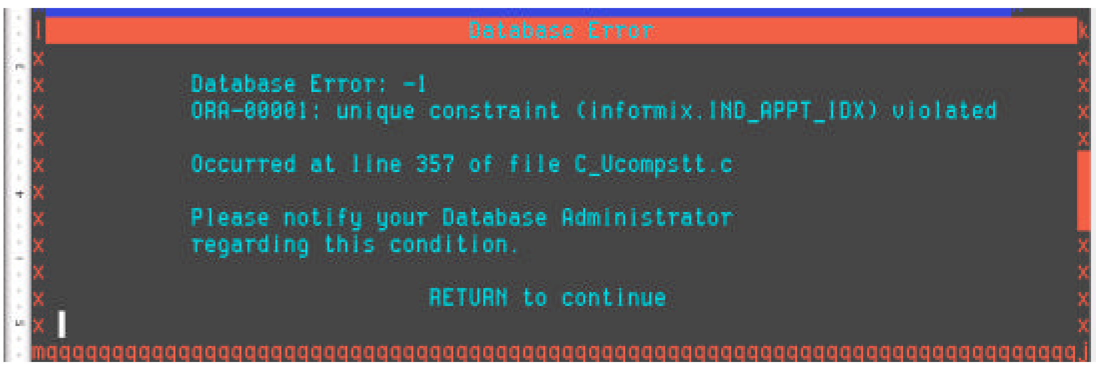

Figure 2: Database Error Message Box

The actual text and title of the errors vary, depending on what has occurred. If steps necessary to correct the error are unknown, write down the entire text of the message. Even if something looks unimportant, it may make a difference to the person who solves the problem. After the problem is written down, call the DOIM for help.

The procedure for handling one-line error messages is simple. First, try to follow the instructions that appear in the screen's prompt line. The Help function is always available for additional information. This will solve most problems without any other action. If following the instructions does not help, or if the problem occurs repeatedly, write the error message down. The Functional Administrator will analyze the problem and determine the correct resource for resolution. If it is a hardware problem the DOIM/ITBC will be contacted for problem resolution. If it is a software or database error, the hotline at the Army Network and Systems Operations Center (CONUS TNOSC) at Ft. Huachuca is to be contacted at 1-800-305-3036, DSN 879-6798 /6852/ 2572.

The Keyboard

The keys on the ISM keyboard can be divided into two types: Function keys and Editing keys. These two types are described in the following sections.

Function Keys

Aside from entering data, most application operations are controlled by function keys. Function keys are the keys on the top of your keyboard labeled "F1", "F2", "F3", and so on. On most computers, these keys reside in a row at the top of the keyboard. The following are the normal assignments of the function keys. Special attention should be paid to the <F8> key, which controls the other keys.

Users control ISMs using the following PC function keys:

<F1> Help. Press this key and an explanation of the current operation will appear on the screen.

<F2> Choices or <F2> Mark Use this key to show a list of the available options for a field or to mark choices when more than one choice is allowed in a field. Example 1: A field on a data-entry screen is labeled MOS, and the user is unsure about what to type in, but the function key indicator on the screen shows that the <F2> key is in "List" or "Choices" mode. Pressing <F2> will present a list of all the legal choices for that field, and by selecting one off the list, the computer will fill in the field. Example 2: The user wishes to indicate that six different destinations should be included in a distribution list for a set of transition orders. Looking carefully at the function key indicators at the bottom of the screen, notice that the <F2> key is in "Mark" mode. Move the highlighted menu bar to cover an item and press <F2> to mark it, or if it is already marked, press <F2> to unmark it. In most cases, as many items as desired on a list can be marked.

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<F3> Save. Use this key to accept a command entered into the system. For example, pressing this key at the end of many data-entry screens saves the data on the screen and returns the user to the menu.

<F6> Cancel. Press this key to back out of most menus or procedures. Pressing this key in most data entry screens will return the user to the menu without saving the work.

<F8> Change Keys. Use this key to switch the roles of the function keys. For example, while in the print menu, the message "F8/F1 to Print" appears at the bottom of the message box. This message means first press the <F8> key, which changes the role of the <F1> key from "Help" to "Print," and then press <F1>.

Editing Keys

The editing keys are those keys which are used to enter or alter data in the data entry screens.

The editing keys are:

<Del>	Delete. In editing screens or data entry fields, the delete key removes the character to the right of the cursor position.
<Ins>	Insert. The insert key allows the user to add new text in the center of an entry without typing over the information that is already there.
<Bksp>	Backspace. The backspace key removes the character one space to the left of the current cursor position, shortening the line or data field by one space. If the user is already at the left edge of an editing screen or data input field, the backspace key does nothing.
? ???	Movement keys. The cursor movement keys allow the user to move the cursor to other positions within the field or editing screen currently being worked.
<Tab> Tab.	During data entry, <Tab> moves the cursor to the next field.
<Enter/Return>	Enter/Return. Executes a menu option, accepts a command or moves user to the next field.

Other keys with letters, numbers, and punctuation marks perform the same role on a computer as they do on a typewriter.

NOTES:

Getting Support

The fastest way to get help while using an ISM is to press the <F1> key, which starts the embedded help system. The help system provides context-sensitive information about the activity in which the ISM is engaged.

If using the embedded help does not resolve the problem encountered, try one or more of the following places for help:

> Documentation - Use the FATG. To find out what other documentation is available, call the DOIM/ITBC.
>
> Other Users - The people who know the most about ISMs are the people who use them. If there are problems getting the application to cooperate, try asking someone who uses the application for help.
>
> Functional Telephone Support - When in doubt phone the ISM Trainer for support.
>
> Technical problems can be addressed by the CONUS TNOSC (Continental United States Theater Network Operations Center)

NOTES:

LESSON 2: TRAINING TECHNIQUES

OBJECTIVES/SYNOPSIS:

Upon completion of this lesson, the following topics will be discussed:

- Structure of the Functional Administrator's Training Guide
- Training Objectives (Statement of Objectives)
- Installation Support Module Training methodologies (Train-the-Trainer)
- Suggestions for Training

TARGET AUDIENCE: Functional Administrators, Alternate Administrators, and Trainers

EXPECTED TRAINING TIME: 30 minutes

NOTES:

Lesson Plans

Lessons are numbered progressively, and (if working on a newly-installed system) the user may find that it is impossible to use the functions in future lessons prior to completion of the preceding lessons. This is especially true of the lessons that cover end user functional material.

Each of the attached lesson plans will contain the following three sections:

Objective/Synopsis. This provides a statement, identifying the functional objective of the lesson, a list of software functions that should be covered to meet the objective, and other commentary as needed.

Target Audience. This section identifies the personnel expected to require training in order to execute the functions covered by the lesson as part of routine workload.

Expected Time To Train. The amount of time allotted here is based on the following assumptions:

- ***Training Methodology***: Mixed lecture and hands-on format. The class will be conducted by an instructor who leads the trainees through the various functions supported by CIF.

- ***Class size and equipment***. Classes should be no larger than 16 students and be taught by one or two instructors for a classroom situation. Training in a work area should not exceed 2- 4 students. Each student should have a terminal to work with so that each trainee can follow the instruction as it occurs and have hands-on experience with every option.

- ***Uninterrupted training time***. Obviously, training that is repeatedly interrupted will require more time to execute.

- ***Computer experience***. The training times assume that the trainees have some degree of hands-on experience operating a PC or similar desktop computer. Users without any computer experience should be introduced to the topic prior to beginning the following course.

NOTES:

Statement of Objectives

The goal of this Training Guide, and the instruction that accompanies it is to train the Functional Administrators to perform the duties required to teach and maintain the application. Upon completion of the ISM training, the FA should be able to:

1. Set up and maintain the application.
2. Provide day-to-day application support to the installation user community.
3. Serve as a liaison between the user community and ISM staff.
4. Teach appropriate installation personnel to use the application.
5. Perform all application functions.

Training Methodology or Statement of Approach: Train-The-Trainer

The methodology of training used to teach the ISMs is called Train-the-Trainer. Trainers from the Project Office of the ISM will provide training to the Functional Administrators who will in turn train end users on their particular job functions. The functional administrator may then delegate the appropriate personnel to provide training on certain job functions.

Training Suggestions

Here are a few suggestions to consider before teaching a class:

? Keep the classes small. It is faster and easier to teach two or three people at a time than to teach a dozen. In addition, training one or two users at a time in the offices in which they work, will preclude having to set up a special training area.

? Gather resources.

  Documentation. There are several written sources that will help both the FA and the end users learn how to operate the ISM. These include The Training Guide for Functional Administrators and the Software User's Manual.

  ISM Terminals. Each student in training should have access to a terminal to facilitate experimenting with the application during the training.

? Allow enough time. Many users will need several hours to completely learn an ISM. Users will learn their particular functions in order to perform their daily business operations. Schedule part of the class as a time for the users to experiment with the application. People learn faster by doing something than by hearing about it. Remember, it is easier to spend an extra forty-five minutes in the early stages than it is to spend the rest of the year answering questions.

LESSON 3: RUU - SECURITY ADMINISTRATION

OBJECTIVE/SYNOPSIS:

This lesson will discuss how to add/change user profiles and access privileges. Prior to performing any of the functions in this lesson the FA must first obtain a login and password for all users. This lesson will review the process for obtaining logins and passwords for RUU users.

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Adding ISM users to RUU
- Changing RUU User Access Privileges
- Deleting ISM RUU users from RUU
- Adding/Deleting RUU Alternate Administrators

TARGET AUDIENCE: Functional Administrators and Alternate Functional Administrators

EXPECTED TRAINING TIME: 2 hours

NOTES:

Security Administration Menu

This menu allows the FA to add, change, and delete user privileges and alternate administrator privileges.

Instructions for Adding ISM Users To RUU

A user is added to the system in two places: the UNIX environment first, and the application itself second. The CONUS TNOSC in Fort Huachuca is responsible for adding users into the UNIX environment and the Functional Administrator has the responsibility of adding the users to the application. However, before an individual can be added, it is necessary for the Functional Administrator to submit a list of names of prospective users to their DOIM. The DOIM will then send the list of users to the CONUS TNOSC. Note: Each user may be required to complete a user login and password request. The CONUS TNOSC will add the users to the UNIX environment. Then the CONUS TNOSC will send a list of "Login-ID's" and "Passwords" to the Functional Administrator, through the DOIM, for distribution. In addition to assigning users to the module, the Functional Administrator identifies which menus the user may access.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Security Administration Menu*** and press <Enter/Return>.
3. Select ***1. Add/Change RUU User*** and press <Enter/Return>.
   - ✍ Enter the Logname (usually the person's last name followed by their first name initial) of the user to add. The user's full name will automatically be populated.
   - ✍ Enter a "Y" or an "N" next to the privilege, depending on whether or not to give the user access.
4. Press <F3> to save and continue.

Instructions for Changing RUU User's Access Privileges

This option allows the FA to change an existing user's access privileges to RUU.

From the Master Menu:

1. Select ***7.* RUU *Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Security Administration Menu*** and press <Enter/Return>.
3. Select 1***. Add/Change RUU User*** and press <Enter/Return>.
   - ✍ Input the Logname (usually the person's last name followed by their first name initial) of the user for whom access privileges are to be changed and press <Enter/Return>. The user's full name will automatically be populated.
   - ✍ Enter a "Y" or an "N" next to the privilege, depending on whether or not to give the user access.
4. Press <F3> to save and continue.

Instructions for Deleting ISM Users From RUU

This function allows the FA to delete users from the application. Just as a user is added to the UNIX environment, a user must be deleted from the UNIX environment. Deleting a user from RUU does not delete the user from the UNIX environment therefore this user can be added to RUU at any time prior to deleting the user from the UNIX environment. In order to delete a user from the UNIX environment, a user login deletion request must be submitted (See Appendix E for a sample of this form, same as user login request form).

This function can be used to secure a person's login and password combination from being utilized while they are on TDY or on temporary leave.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Security Administration Menu*** and press <Enter/Return>.
3. Select ***2. Delete RUU User*** and press <Enter/Return>.
   - ✍ Input the Logname of the user to delete from RUU
4. Press <F3>.
5. Delete RUU user confirmation screen will appear. Enter a "Y" and press <F3> to proceed with deletion.

Instructions for Adding an Alternate Administrator

This selection allows the addition of an alternate administrator for the application. A valid login is needed for this selection.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Security Administration Menu*** and press <Enter/Return>.
3. Select ***3. Add Alternate Administrator*** and press <Enter/Return>.
   - ✍ Press <F2> choices. Highlight the Logname of the user to add as an alternate administrator and press <Enter/Return>.
   - ✍ The selection will populate the User Logname data entry field. To proceed with action press <F3>.

NOTES:

Instructions for Deleting an Alternate Administrator

This selection allows deletion of an alternate administrator's privileges for a valid login. A valid login is needed for this selection.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.

2. Select ***1. Security Administration Menu*** and press <Enter/Return>.

3. Select ***4. Delete Alternate Administrator*** and press <Enter/Return>.

   - ✍ Press <F2> choices. Highlight the Logname of the user to delete as an alternate administrator and press <Enter/Return>.

   - ✍ The selection will populate the User Logname data entry field. To proceed with action press <F3>.

NOTES:

LESSON 4: CUSTOMIZE RUU DATA MENU

This menu allows the user to add, change, or delete customized RUU data.

OBJECTIVE/SYNOPSIS:

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Adding Codes Control
- Changing Codes Control
- Deleting Codes Control
- Adding or Changing the SGLV-8286 Current Duty Location

TARGET AUDIENCE: Functional Administrators and Alternate Functional Administrators

EXPECTED TRAINING TIME: 2 hours

NOTES:

CUSTOMIZE RUU DATA MENU

This option allows the Functional Administrator to create and maintain data specific to RUU.

Codes Control Menu

Codes Control routine is designed to help users to easily modify (add, change, or delete) the Codes in their application's sub-menus. The following is the list of restrictions for using Codes Control: 1. The content of a valid sub-menu consists of two parts: the Code and the Description. The Code is allowed to be a maximum of ten characters in length. The Description, which is optional, is allowed to be up to 60 characters in length. 2. Only one Code can be entered per entry. 3. The Codes Control will reformat the sub-menu's file. Codes will be written in the first 10 positions followed by one space and the description (if any).

Instructions for Adding Codes Control to RUU

This selection allows the FA to add codes control for use in RUU.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Customize RUU Data Menu*** and press <Enter/Return>.
3. Select ***1. Codes Control Menu*** and press <Enter/Return>.
4. Select ***1. Add/Change Codes Control*** and press <Enter/Return>.
5. Press <F2> for choices. Highlight the code type to be added to RUU and press <Enter/Return> twice.
6. Press <F2> for choices. Highlight the code to be added to RUU and press <Enter/Return> twice.
7. Enter the description of the code in the “Description” data entry field.
8. Press <F3> to save and continue.

NOTES:

Instructions for Changing the Code Controls in RUU

This screen allows the FA to change code controls and their associated information.

From the Master Menu:

5. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
6. Select ***1. Customize RUU Data Menu*** and press <Enter/Return>.
7. Select ***1. Codes Control Menu*** and press <Enter/Return>.
8. Select ***1. Add/Change Codes Control*** and press <Enter/Return>.
9. Press <F2> for choices. Highlight the code type and press <Enter/Return> twice.
10. Press <F2> for choices. Highlight the code and press <Enter/Return> twice.
11. Enter the description of the code in the “Description” data entry field.
12. Press <F3> to save and continue.

Instructions for Deleting Code Controls in RUU

This option will allow the FA to delete codes in a selected Code Type (Sub-Menu)

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Customize RUU Data Menu*** and press <Enter/Return>.
3. Select ***1. Codes Control Menu*** and press <Enter/Return>.
4. Select ***2. Delete Codes Control*** and press <Enter/Return>.
5. Press <F2> for choices. Highlight the code type to be deleted and press <Enter/Return> twice.
6. Press <F2> for choices. Highlight the code to be deleted and press <Enter/Return> twice.
7. Enter the description of the code in the “Description” data entry field.
8. Press <F3> to proceed with deletion.
9. The “Delete Code Confirmation Screen” will appear. Press “Y” and <F3> to proceed with deletion.

NOTES:

Adding or Changing SGLV-8286 Current Duty Location

This option allows the user to add or change current duty location which will print on SGLV-8286 forms.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***1. Customize RUU Data Menu*** and press <Enter/Return>.
3. Select ***2. SGLV-8286 Current Duty Location*** and press <Enter/Return>.
4. Enter Current Duty Location on SGLV-8286 form and press <F3>.

NOTES:

LESSON 5: SETUP INSTALLATION-SPECIFIC APPLICATIONS MENU

OBJECTIVE/SYNOPSIS:

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Adding Installation-Specific Applications to RUU
- Changing Installation-Specific Applications
- Deleting Installation-Specific Applications from RUU

TARGET AUDIENCE: Functional Administrators and Alternate Functional Administrators

EXPECTED TRAINING TIME: 15 minutes

NOTES:

Setup Installation-Specific Applications Menu

This menu allows the user to setup installation-specific application. Installation-specific applications are programs or shell scripts created so that a user can access another application while still logged into RUU. Once the user exits the application, the user will be returned back to RUU.

Instructions for Adding an Installation Specific Application

This screen allows the FA to add a new installation specific application to RUU.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***3. Setup Installation-Specific Applications Menu*** and press <Enter/Return>.
3. Select ***1. Add/Change Menu Entries*** and press <Enter/Return>.
4. Highlight ***Add Record and press <Enter/Return>.
5. Enter the Item Description.
6. Enter the Command Line and press <F3>.

Instructions for Changing an Installation Specific Application

This screen allows the FA to add a new installation specific application to RUU.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***3. Setup Installation-Specific Applications Menu*** and press <Enter/Return>.
3. Select ***1. Add/Change Menu Entries*** and press <Enter/Return>.
4. Highlight the menu entry to be changed and press <Enter/Return>.
5. Modify the Command Line and press <F3>.

Instructions for Deleting Installation-Specific Applications from RUU

This option will allow the FA to delete Installation-Specific Applications from RUU.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***3. Setup Installation Specific Applications Menu*** and press <Enter/Return>.
3. Select ***2. Delete Menu Entries*** and press <Enter/Return>.
4. Highlight the menu entry to be deleted and press <Enter/Return>.
5. The “Delete Menu Entry Confirmation Screen” will appear. Press “Y” and <F3> to proceed with deletion.

NOTES:

LESSON 6: PERIPHERALS AND AD HOC ADMINISTRATION

OBJECTIVE/SYNOPSIS:

This lesson, will discuss how to add, change, delete or setup peripherals for use with RUU. This lesson will also discuss how to set up the ad hoc query

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Adding ISM Printers to RUU
- Changing ISM Printer Information in RUU
- Deleting ISM Printers from RUU
- Setting up a Slaved Printer to Print RUU Documents
- Selecting Ad Hoc Query Data Elements to Show
- Adding and Changing Ad Hoc Query Data Element Comments

TARGET AUDIENCE: Functional Administrators and Alternate Functional Administrators

EXPECTED TRAINING TIME: 2 hours

NOTES:

Peripheral Administration Menu

This option allows the Functional Administrator to add, change, or delete the type of application printers listed. This is done in the same manner as adding, changing, and deleting a user to/from the system. A printer is added to the system via two places: the UNIX environment first, and the application itself second. The System Administrator is responsible for adding printers through UNIX, and the Functional Administrator is responsible for adding printers through the application. Before a printer can be added, the Functional Administrator must submit a list of possible printers to the System Administrator who adds the printers to the UNIX environment. After the printer is added through UNIX it becomes a viable printing option for all ISM users.

Instructions for Adding ISM Printers to RUU

This selection allows the FA to add application printers for use in RUU.

From the Master Menu:

1. Select ***7.* RUU *Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***4. Peripheral Administration Menu*** and press <Enter/Return>.
3. Select ***1. Add/Change Application Printers*** and press <Enter/Return>.
4. Select "***** ADD RECORD**" and press <Enter/Return>.
5. Press <F2> for choices. Highlight the printer name of the printer to be added to RUU and press <Enter/Return> twice.
6. Enter the exact location of the printer in the "Description" data entry field.
7. Press <F2> for choices. Highlight the class of printer for the printer to be added to RUU and press <Enter/Return>.
8. Press <F3> to save and continue.

NOTES:

Instructions for Changing the ISM Printer Information in RUU

This screen allows the FA to change application printers and their associated information.

From the Master Menu:

1. Select ***7.* RUU *Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***4. Peripheral Administration Menu*** and press <Enter/Return>.
3. Select ***1. Add/Change Application Printers*** and press <Enter/Return>.
4. Select an existing printer to change in RUU and press <Enter/Return>.
5. Enter the exact location of the printer in the “Description” data entry field.
6. Press <F2> for choices. Highlight the class of printer and press <Enter/Return>.
7. Press <F3> to save and continue.

Instructions for Deleting ISM Printers from RUU

This option will allow the FA to delete ISM printers from RUU. Deleting a printer from this option will remove the printer from the Subject Area Database (SADB) however the printer will still be resident in the Installation Level Integrated Database (ILIDB). In order to have this printer deleted from the ILIDB, submit a deletion request to the CONUS TNOSC. The CONUS TNOSC will then delete this printer from the UNIX environment and consequently from the ILIDB. Once a printer is deleted from the ILIDB it cannot be added to any of the ISM applications as an allowable printer.

From the Master Menu:

1. Select ***7.* RUU *Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***4. Peripheral Administration Menu*** and press <Enter/Return>.
3. Select ***2. Delete Application Printers*** and press <Enter/Return>.
4. Press <F2> choices. Use the arrows keys to highlight the printer to delete from RUU and press <Enter/Return>.
5. Press <F3> to save and continue. A delete confirmation screen will appear. In order to proceed with deletion press “Y” for yes and press <F3> to continue. Press <F6> to cancel deletion.

NOTES:

Instructions for Setting up a Slaved Printer to Print RUU Documents

If no printer is added to the UNIX environment of the ISM, a slave printer may be used to print documents from the ISM. A slave printer is any printer whose cable is connected to a workstation or Central Processing Unit (CPU). This printer could also be a networked printer but in order to utilize this printer as a slave printer it must be setup as the default printer.

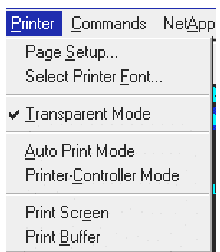
To print to the slave printer from the ISMs, the printer must be in transparent mode. To put the printer in transparent mode, proceed with the following steps.

From the QVT/TERM Screen:

1. Select **Printer** from the menu bar options.

2. Make sure **Transparent Mode** is checked.

Drop-down menu should appear as follows:



3. If Transparent **Mode** is not checked, then click on **Transparent Mode.**

4. Select **Setup** ✍ **Default Settings**.

5. Then select the tab for Printers. Make sure the Print Mode: is set to Transparent and not text.

6. Select **Printer** ✍ **Page Setup** and make sure the appropriate printer is selected.

NOTES:

Ad Hoc Administration Menu

This menu allows the FA to control the database elements that appear in the user portion of the Ad Hoc Query Main Menu.

Instructions for Selecting Ad Hoc Query Data Elements to Show

This menu option allows the FA to select which elements will be available for use in the Ad Hoc Query Main menu. The Ad Hoc Query Main menu allows the user to create customized reports. The “Select Elements to Show” option in the Ad Hoc Query Administration Menu allows the FA to determine which data fields will be available to Ad Hoc Query users when creating their customized reports.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***7. Ad Hoc Administration Menu*** and press <Enter/Return>.
3. Select ***1. Select Elements to Show*** and press <Enter/Return>.
4. Use the arrow keys to highlight the data elements that Ad Hoc Query users will be able to query. Use the F2 key to MARK the data element(s). Marked items will have a “>” next to them. After marking is complete press <Enter/Return> to commit changes. ***Note: In order to select all of the date elements, press <F8> twice and then press <F1> Mark All.***

Instructions for Adding and Changing Ad Hoc Query Data Element Comments

This selection allows the FA to change the comment and show information based on the alias and database path.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***7. Ad Hoc Administration Menu*** and press <Enter/Return>.
3. Select ***2. Add/Change Element Comments*** and press <Enter/Return>.
4. Use the arrow keys to highlight the data elements to add or change comments to by pressing the F2 key to MARK the data element(s). Marked items will have a “>” next to them. After marking is complete press <Enter/Return> to commit changes. ***Note: In order to select all of the date elements, press <F8> twice and then press <F1> Mark All.***

NOTES:

LESSON 7: SIDPERS RECONCILIATION AND DATA TRANSMISSION

OBJECTIVE/SYNOPSIS:

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Performing SIDPERS Reconciliation
- Starting a SIDPERS Send
- Stopping a SIDPERS Send
- Installing a SIDPERS Send Program
- Deinstalling an SIDPERS Send Program

TARGET AUDIENCE: Functional Administrators and Alternate Functional Administrators

EXPECTED TRAINING TIME: 2 hours

NOTES:

Instructions for Performing a SIDPERS Reconciliation

This option allows the FA to determine which SSN's should be removed from the ILIDB after a SIDPERS reconciliation has been run by ILIDB administrator.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***6. SIDPERS Reconciliation*** and press <Enter/Return>.
3. Highlight the SSNs to be processed and press <F3>.

Instructions for Starting a SIDPERS Send

This option allows the user to start the SIDPERS send program. The SIDPERS Send program transmits SIDPERS data to the mainframe. This program will run until "2. Stop SIDPERS Send" is selected and RETURN is pressed or until there is an error while the program is running (ex. Database going down). You can monitor the program by going into the shell and typing on the command line: tail -f $SITE_DIR/tradoc/SITE_$DPICODE.log

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***7. SIDPERS Data Transmission*** and press <Enter/Return>.
3. Select ***1. Start SIDPERS Send*** and press <Enter/Return>.
4. A transparent program begins.

Instructions for Stopping a SIDPERS Send

This option allows the user to stop the transmission of SIDPERS data to the mainframe.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select ***7. SIDPERS Data Transmission*** and press <Enter/Return>.
3. Select ***1. Start SIDPERS Send*** and press <Enter/Return>.
4. A transparent program begins.

Instructions for Installing SIDPERS Send Program

This option allows the user to install the SIDPERS Send Program.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select **7*. SIDPERS Data Transmission*** and press <Enter/Return>.
3. Select ***3. Installing SIDPERS Send Program*** and press <Enter/Return>.
4. A transparent program begins.

Instructions for Stopping a SIDPERS Send

This option allows the user to stop the transmission of SIDPERS data to the mainframe.

From the Master Menu:

1. Select ***7. RUU Initialization/Admin Menu*** and press <Enter/Return>.
2. Select **7*. SIDPERS Data Transmission*** and press <Enter/Return>.
3. Select ***4. Deinstalling SIDPERS Send*** and press <Enter/Return>.
4. A transparent program begins.

NOTES:

LESSON 8: SIDPERS TRANSACTIONS

OBJECTIVE/SYNOPSIS:

This lesson will instruct on the use of the SIDPERS Transactions menu and its functions.

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Adding a soldier to the database (arrival transaction),
- Revoking an arrival transaction
- Departing a soldier (departure transaction), and revoke a departure transaction
- Revoking a departure transaction
- Creating TDR "N", "NX", and "SEP" transactions
- Viewing, printing, preparing or deleting a SIDPERS transaction
- Using the SIDPERS Upload Transaction Menu

TARGET AUDIENCE: The Functional Administrator and the End User

EXPECTED TRAINING TIME: 1 hour

NOTES:

SIDPERS TRANSACTION MENU

This menu is used to perform an arrival and departure transaction or revoke either type of transaction. This menu may be used to prepare a transfer data record (TDR "N") transaction, if required. Access to these menus depends upon permissions granted by a supervisor.

Instructions for Adding a Soldier to Database (Arrival Transaction)

This selection is used to report the arrival of an individual. It is used to prepare a SIDPERS "Arrival Transaction." Selection should only be used when the soldier has been reported as a pending gain by SIDPERS.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***1. Add a Soldier to Database (Arrival Transaction)*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <Enter/Return>.
5. Enter the Losing and Gaining UIC Data to save and continue.
6. Press <F3> to save and commit work.

Instructions for Departing a Soldier from the Database (Departure Transaction)

This selection is used to report the departure of an individual. It is used to prepare a SIDPERS "Departure Transaction." This selection will only be used when a soldier has been reported as a pending loss by SIDPERS.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***2. Depart a Soldier (Departure Transaction)*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <Enter/Return>.
5. Enter the Losing UIC data and the Gaining UIC data (This data is required in order to move forward.).
6. Enter the number of days soldier is taking for leave or TDY if required and press <F3>.

Instructions for Revoking an Arrival Transaction

This selection is used when a soldier has erroneously "arrived" at the installation. By providing the requested information, a "revocation of arrival" SIDPERS transaction will be processed.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***3. Revoke an Arrival Transaction*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <Enter/Return>.
5. Enter the Losing UIC data and the Gaining UIC data (This data is required in order to move forward.).
6. Press <F3> to save data and continue.

Instructions for Revoking a Departure Transaction

This selection is used when a soldier has been erroneously "departed" from the organization. By providing requested information a "revocation of departure" SIDPERS transaction will be processed.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***4. Revoke a Departure Transaction*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <Enter/Return>.
5. Enter the Losing UIC data and the Gaining UIC data (This data is required in order to move forward.).
6. Press <F3> to save data and continue.

NOTES:

Instructions for Creating a TDR "N" Transaction

This option is used to prepare a SIDPERS Transfer Data Record (TDRN) transaction. This selection will only be used when the soldier has not been reported as a pending gain through SIDPERS. For example, when the SSN, although entered correctly is not recognized by the system.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***5. Create a TDR "N" Transaction*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <Enter/Return>.
5. Enter or change data on TDR card #1 and press <F3> to save and continue.
6. Enter or change data on TDR card #2 and press <F3> to save and continue.

Instructions for Creating an "NX" Transaction

This option is used to report an individual's home address after separation from active duty in the Army.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***6. Create "NX" Transaction*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <F3>.
5. Enter or change data on NX card #1 and press <F3> to save and continue.
6. Enter or change data on NX card #2 (Gaining and Losing UIC fields are required) and press <F3> to save and continue.

NOTES:

Instructions for Creating a "SEP" Transaction

This option is used to report the separation, discharge or retirement of an individual from active Army duty by the separation transfer point.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***7. Create "SEP" Transaction*** and press <Enter/Return>.
4. Enter Soldier's Social Security Number and press <F3>.
5. Enter or change data as necessary and press <F3> to save and continue.

TRANSACTION MAINTENANCE MENU

This option is used to view/print SIDPERS transaction menu; delete SIDPERS transaction menu, use free form, and SIDPERS upload transaction menu.

Instructions for Viewing/Printing SIDPERS Transactions

This selection is used to view or print lists of SIDPERS transactions. A list of transactions will be displayed, and the user can select transactions for deletion.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***8. Transaction Maintenance Menu*** and press <Enter/Return>.
4. Select ***1. View/Print SIDPERS Transaction Menu*** and press <Enter/Return>.
5. Press <F2> to mark transaction(s) to be selected and press <Enter/Return> to view or <F8/F1> to print.
6. If printing transaction. Enter the number of copies, printer class, and printer name.
7. Press <F3> to proceed with print.

Instructions for Deleting SIDPERS Transactions

This selection is used to delete individual or multiple SIDPERS transactions. A list of transactions will be displayed, and the user can select multiple transactions for deletion.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***8. Transaction Maintenance Menu*** and press <Enter/Return>.
4. Select ***2. Delete SIDPERS Transaction Menu*** and press <Enter/Return>.
5. Press <F2> to mark transaction(s) to be deleted and press <Enter/Return>.
6. Confirm deletion by typing in a "Y" or an "N" and pressing <F3>.

Instructions for Creating a Free Form SIDPERS Transaction File

This selection is used to prepare individual or multiple free form SIDPERS transactions.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1. SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***8. Transaction Maintenance Menu*** and press <Enter/Return>.
4. Select ***3. Free Form*** and press <Enter/Return>.
5. Enter first 40 characters of the free form transaction and press <F3>.
6. Press <F6> to return to the SIDPERS Transaction Menu.

NOTES:

SIDPERS Upload Transaction Menu

This menu allows the user to create an upload transaction file tape. The upload transaction file may be sent electronically.

Instructions for Creating an Upload Transaction File Tape

This option is used to create a list of SIDPERS transactions and upload that list to the 9-track tape.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1.SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***8. Transaction Maintenance Menu*** and press <Enter/Return>.
4. Select ***4. SIDPERS Upload Transaction Menu*** and press <Enter/Return>.
5. Select ***1. Create Upload Transaction File*** and press <Enter/Return>.
6. Press <Enter/Return> to continue.

Instructions for Sending an Upload Transaction File Electronically

This selection allows the user to upload a SIDPERS transaction electronically.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***1.SIDPERS Transaction Menu*** and press <Enter/Return>.
3. Select ***8. Transaction Maintenance Menu*** and press <Enter/Return>.
4. Select ***4. SIDPERS Upload Transaction Menu*** and press <Enter/Return>.
5. Select ***2. Send Upload Transaction File*** and press <Enter/Return>.
6. Press <Enter/Return> to continue.

LESSON 9: SGLI/DD-93 PROCESSING MENU

OBJECTIVE/SYNOPSIS:

The SGLI/DD-93 Processing Menu allows the collection of relevant soldier and family information. The information is used to process a soldier's Serviceman's Group Life Insurance (SGLI) and DD-93 Form. The SGLI/DD 93 Processing Menu allows updating of a soldier's address data, the beneficiary data, the emergency notification data, and the pertinent insurance data.

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Initializing and/or Maintaining a Soldier's Current Address Information
- Initiating and/or Updating a Soldier's DD93 and SGLV 8286 information
- Printing a soldier's SGLV/DD-93 Worksheet by SSN by Unit and/or SGLV
- Printing a SGLV-8286
- Printing a DD-93
- Printing a SGLV-8286
- Loading Laser Fonts

TARGET AUDIENCE: The Functional Administrator, and the End User

EXPECTED TRAINING TIME: 45 minutes

NOTES:

SGLI/DD-93 PROCESSING MENU

This menu permits the updating or viewing of "SGLV" and "DD-93" data for a specified soldier.

Instructions for Updating a Soldier's Address Data

This selection allows a soldier's current residence address data to be updated. This information is used for the SGLI/DD 93 Processing.

From the Master Menu:

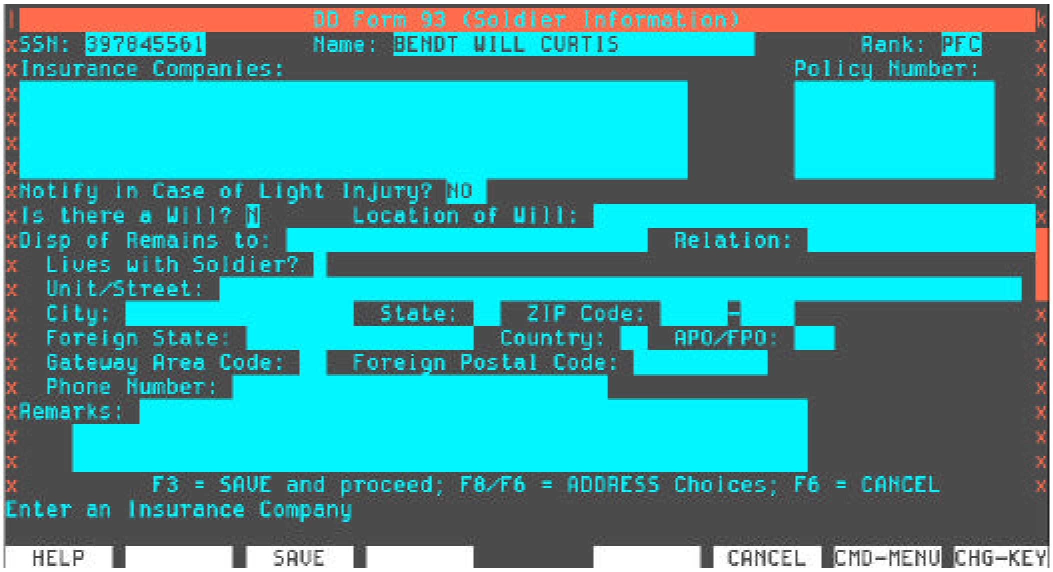
1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***1. Address Maintenance*** and press <Enter/Return>.
4. Enter the soldier's Social Security Number and press <F3> to save and continue.
5. The soldier's current Address Information will appear.
6. Change or Update soldier's address data as necessary and press <F3> to save and continue.

Instructions for Initializing and/or Updating the Comprehensive Portion of a Soldier's DD-93 Form

This selection is used to begin a completely new record for a soldier. If a soldier only needs to update or change information already recorded, use menu selection number 4, "DD-93 Processing (Associated Persons)".

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***3. DD-93 Processing (Comprehensive)*** and press <Enter/Return>.
4. Enter the soldier's SSN and press <F3>.
5. Enter or modify the soldier's legal name information (Last, Middle, and First) if necessary and press <F3> to save and continue.
6. Enter or modify the soldier's marital status. Press <F2> choices, to select marital status from choice list. If <F2> for choices, using the arrow keys for navigation, highlight the appropriate marital status for soldier and press <Enter/Return> twice.
7. Enter 'Y' or 'N' to indicate whether or not soldier has any dependent children and press <F3>.
8. The following screen will appear:



9. Input or modify the name of each insurance company the soldier has insurance coverage with and press <Enter/Return>.

10. Input or modify the policy number of each insurance policy the soldier has and press <Enter/Return>. Press <Enter/Return> or <Tab> until cursor is at the next data entry field.

11. Enter 'Y' or 'N' to indicate whether or not to notify next-of-kin in case of light injury.

12. Enter 'Y' or 'N' to indicate whether or not soldier has a will. If 'Y', enter the physical location of the will. Otherwise, proceed to next step.

13. Enter the person designated to receive soldier's remains. Press <F2> to view a list of family members for soldier. Using the arrow keys for navigation, highlight the appropriate family member and press <Enter/Return> twice.

    If the family member the soldier wishes to designate as the person to receive his/her remains is missing from the choice list, user may highlight "*** ADD NEW PERSON FOR DD FORM 93 ***".

    The following screen will appear:

14. Enter the appropriate data associated with family member to be added and press <F3>.

15. Enter ‘Y’ or ‘N’ to indicate whether or not the family member lives with soldier. If ‘Y’, the address data will be pre-populated. If ‘N’ enter the family member’s address information as necessary.
16. Enter Remarks as necessary and press <F3> to process DD 93 (Comprehensive) data.
17. The DD Form 93 (Master Menu) will appear. Press <F6> to return to SGLV/DD 93 Processing Menu.

Instructions for Updating the Associated Persons Portion of a DD-93 Form

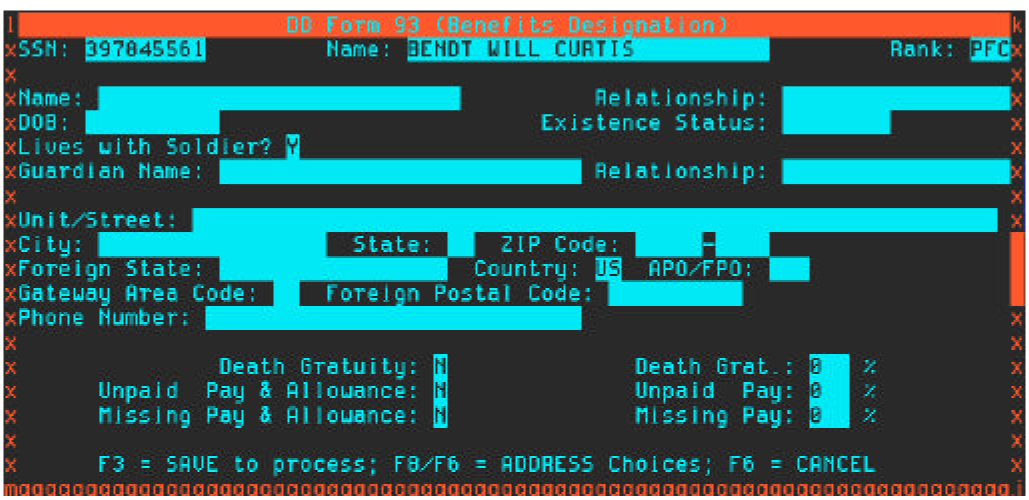
This selection is used to add/change information already provided.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select **2*. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***4. DD-93 Processing (Associated Persons)*** and press <Enter/Return>.
4. Enter the soldier’s SSN and press <F3>.
5. Highlight “*** SELECT NEW PERSON FOR DD FORM 93 ***” or one of the existing relations to change.

Note: The mother and father must be added, however, if the status of a parent is unknown or deceased then the form does not have to be completed. To add a spouse to a previously unmarried soldier's DD-93, the user must first change the married status on page 1 of the DD-93 comprehensive.

6. The following screen will appear:



7. Enter the name of the family member to be added (First and Last Name).
8. Enter the relationship of the family member to the soldier. Press <F2> to select from a list of choices. If relationship is mother or father to soldier, enter the parent’s existence status. Otherwise, proceed to next step.

   If relationship is son or daughter, enter the child’s date of birth. Otherwise, proceed to next step.

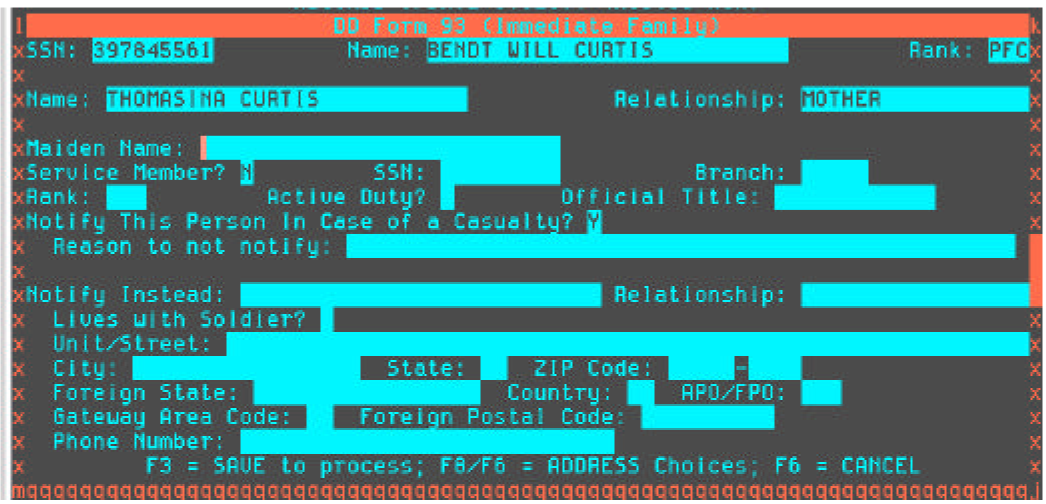
9. Enter ‘Y’ or ‘N’ to indicate whether or not the family member lives with soldier. If ‘Y’, the address Data will be pre-populated. If ‘N’ enter the family member’s address information as necessary.

10. Enter ‘Y’ or ‘N’ to indicate whether or not family member is entitled to any of the soldier’s death gratuity. If ‘Y’, indicate % of death gratuity family member is entitled to and press <Enter/Return>. If ‘N’, proceed to next step.

11. Enter ‘Y’ or ‘N’ to indicate whether or not family member is entitled to any of the soldier’s unpaid pay & allowance. If ‘Y’, indicate % of unpaid pay & allowance the family member is entitled to and press <Enter/Return>. If ‘N’, proceed to next step.

12. Enter ‘Y’ or ‘N’ to indicate whether or not family member is entitled to any of the soldier’s missing pay & allowance. If ‘Y’, indicate % of missing pay & allowance the family member is entitled to and press <Enter/Return>. If ‘N’, proceed to next step.

13. Press <F3> to save and continue. The following screen will appear:


DD Form 93 (Immediate Family)
SSN: 397845561 Name: BENDT WILL CURTIS Rank: PFC
Name: THOMASINA CURTIS Relationship: MOTHER
Maiden Name:
Service Member? N SSN: Branch:
Rank: Active Duty? Official Title:
Notify This Person In Case of a Casualty? Y
Reason to not notify:
Notify Instead: Relationship:
Lives with Soldier?
Unit/Street:
City: State: ZIP Code: -
Foreign State: Country: APO/FPO:
Gateway Area Code: Foreign Postal Code:
Phone Number:
F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL

14. Enter the appropriate data as necessary and press <F3>.

15. The DD Form 93 (Master Menu) will appear. Press <F6> to return to SGLV/DD 93 Processing Menu.

NOTES:

Instructions for Initiating or Updating SGLV Information for a Soldier

This option is used to collect information for preparation of the Soldiers Group Life Insurance form. The SSN of the soldier record is to be initiated or updated is required.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select **2*. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***2. SGLV-8286 Processing*** and press <Enter/Return>.
4. Enter the soldier's SSN. Existing data may pre-populate data entry fields. If data fields are blank then proceed with step 6. Otherwise, skip step 6, verify or update existing data as necessary and proceed to step 7.
5. Enter the soldier's legal name information.
6. Enter the SGLI amount soldier has elected. User may press <F2> to review a list of amounts. Amount cannot exceed 200,000.
7. Press <F3> to save and continue.
8. Highlight "*** SELECT NEW PERSON FOR SGLV FORM 8286 ***" or "*** ADD A NEW TRUST FOR SGLV FORM 8286 ***".
9. Highlight the appropriate family member and press <Enter/Return>.
10. Tab until the cursor is at the "Principal/Contingent" data entry field. Input 'P' or 'C' to indicate whether this person is a principal or contingent beneficiary of the Soldier's SGLI.
11. Enter the number of shares this individual is entitled to. Total shares allocated cannot exceed 100.
12. Enter the number of payments for this individual and press <F3>.
13. The DD Form 93 (Master Menu) will appear. Press <F6> to return to SGLV/DD 93 Processing Menu. To add another beneficiary or trust for SGLI, repeat steps 9-13.

NOTES:

Instructions for Printing a SGLV- 8286 or DD-93

This selection is used to print a completed Soldier's Group Life Insurance or Records of Emergency Data (DD-93).

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***5. Print SGLV-8286/DD-93*** and press <Enter/Return>

To print SGLV-8286, perform steps 1-4 and proceed with the following:

4. Select ***1. Print SGLV-8286*** and press <Enter/Return>.
5. Enter the soldier’s SSN.
6. Enter the soldier’s current duty station or press <F2> to select from a choice list.
7. Enter a witness’s name, grade/rank, and organization.
8. Enter ‘Y’ or ‘N’ to indicate whether or not to print out SGLV-8286 instructions.
9. Press <F8/F1> to print.
10. Enter the number of copies (1-9).
11. Enter printer class and printer name. Press <F3> to print

To print DD-93, perform steps 1-4 above and proceed with the following:

5. Select ***2. DD-93*** and press <Enter/Return>.
6. Enter the soldier’s SSN.
7. Press <F8/F1> to print.
8. Enter the number of copies (1-9).
9. Enter printer class and printer name. Press <F3> to print

NOTES:

Instructions for Printing SGLV/DD-93 Worksheet by SSN

This selection is used to print a SGLV/DD-93 Worksheet by SSN.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***5. Print SGLV/DD-93*** and press <Enter/Return>.
4. Select ***3. Print SGLV/DD-93 Worksheet by SSN*** and press <Enter/Return>.
5. Enter "Y" to print SGLV, DD-93 and Print Instructions.
6. Enter "Y" to print Blank Worksheet.
7. Enter the Soldier’s SSN, if "N" for blank worksheet.
8. Press <F8/F1> to print.
9. Enter the number of copies (1-9), printer class, and printer name. Press <F3> to print.

Instructions for Printing the SGLV/DD-93 Worksheet by Unit

This selection is used to print a SGLV/DD-93 Worksheet by Unit.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***5. Print SGLV/DD-93*** and press <Enter/Return>.
4. Select ***4. Print SGLV/DD-93 Worksheet by Unit*** and press <Enter/Return>.
5. Enter UIC or select <F2> choices.
6. Enter "Y" to print SGLV and press <Enter/Return>.
7. Enter "Y" to print DD-93 and press <Enter/Return>.
8. Press <F8/F1> to print.
9. Enter the number of copies (1-9), printer class and printer name. Press <F3> to print.

Instructions for Printing SGLV

This option allows the user to print a form that changes a life insurance policy by electing, reducing or refusing insurance or stating to whom and how insurance should be paid.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. SGLI/DD-93 Family Member Processing*** and press <Enter/Return>.
3. Select ***5. Print SGLV/DD-93*** and press <Enter/Return>.
4. Select ***5. Print SGLV*-8285** and press <Enter/Return>.
5. Enter the Soldier’s Social Security Number.
6. Enter New SGLV amount or press <F2> choices
7. Press <F8><F1> to print and enter the number of copies (1-9).
8. Enter printer class or press <F2> to select from a list of choices.
9. Enter printer name or <F2> choices and press <Enter/Return>.
10. Press <F3> to print.

Instructions for Loading Laser Fonts

This selection allows the user to load laser fonts for printing SGLV/DD-93/SGLV forms to a specified printer (if necessary).

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***2. PCS Menu (Normal)*** and press <Enter/Return>.
3. Select ***2. SGLI/DD-93 Processing Menu*** and press <Enter/Return>.
4. Select ***5. Print SGLV/DD-93*** and press <Enter/Return>.
5. Select ***6. Load Laser Fonts*** and press <Enter/Return>.
6. Enter Printer Name or press <F2> for choices and <F3> to save.

NOTES:

LESSON 10: AD HOC QUERY

OBJECTIVE/SYNOPSIS:

Ad Hoc Query is a report generating utility which is used to search and display specific information from the installation database. The Ad Hoc Query Menu is designed to provide a customized report function. This function is used when the standard reports from DOD ISMs do not meet a specific report requirement. RUU has provided many generated reports for the most common requirements, but the Ad Hoc Query function is used to generate reports based on specific requirements.

The Ad Hoc Query function is used to generate queries and reports through two methods, Basic Ad Hoc Query Utility and Advanced Ad Hoc Query. The Basic Ad Hoc Query is used to query the database without writing the software query language statements. The Basic Ad Hoc Query is however somewhat limited. The Advanced Ad Hoc Query is used to write code in software query language syntax. This query is not as limiting as the Basic Ad Hoc Query Tool.

To use the Advanced Ad Hoc Query function it is recommended that a copy of the application's data dictionary be obtained in order to reference the database elements and their data tables. This document lists all elements and tables, and the aliases. Even though the Advanced Ad Hoc Query is used to select data elements from a choice list, it is difficult to determine the relational tables each data element is coming from. This document would be essential to develop SQL statements.

This lesson will only discuss the Basic Ad Hoc Query functions. To create Advanced Ad Hoc Queries, it is recommended that advanced database management and SQL training be acquired.

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Creating a Basic Ad Hoc Query
- Creating an Advanced Ad Hoc Query (briefly discussed but not taught.)
- Changing a Saved Ad Hoc Query
- Deleting an Ad Hoc Query
- Viewing/Printing Saved Ad Hoc Query Results
- Viewing Saved Ad Hoc Query Statements

TARGET AUDIENCE: Ad Hoc Query Users

EXPECTED TRAINING TIME: 1 hour

AD HOC QUERY MAIN MENU

Instructions for Creating a Basic Ad Hoc Query

This selection is used to create a Basic Ad Hoc Query.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.

2. Select ***3. Ad Hoc Query*** and press <Enter/Return>.

3. Select ***1. Create Basic Ad Hoc Query*** and press <Enter/Return>.

4. Press <F2>. A list of field name choices will appear. Use the arrow keys to highlight the field names to select and press the <F2> key to mark those field names. Once all the fields to appear in the Ad Hoc Query have been selected, press <Enter/Return> twice.

   The fields selected will be the fields that will appear in the Ad Hoc Query. For example, if individual name, SSN, and Rank were chosen then the column headings in the report will be individual name, SSN, and Rank.

5. The cursor will be in the Sort By data entry field. Press <F2> to select a field to sort by. Highlight the data field to sort by and press <Enter/Return> twice. To sort data field in Ascending order type “A”; to sort the data field in Descending order type “D”.

   The sort by choice list will be the list of data entry fields selected in step 5. The user has the option of determining how query results will appear.

   To sort more than one data entry field repeat the process. Otherwise, proceed to next step.

To sort the order in which the fields will appear:

6. Press <F8/F5>. List of data fields selected in Step 5 will appear. Highlight the first data field to appear and press <Enter/Return>. Highlight the next data field to appear and press <Enter/Return>. Repeat this process until the data fields are in desired order of appearance.

7. Once desired order is reached press <F3> to proceed to next section of the Basic Ad Hoc Query.

To Add Basic Ad Hoc Query Conditions:

8. Press <F2> for choices. Highlight a data field to set conditions for Ad Hoc Query and press <Enter/Return>.

9. A choice list of conditions will appear. Highlight a condition from the choice list and press <Enter/Return>. This selection will populate the condition field.

10. Input a value for the condition to meet.

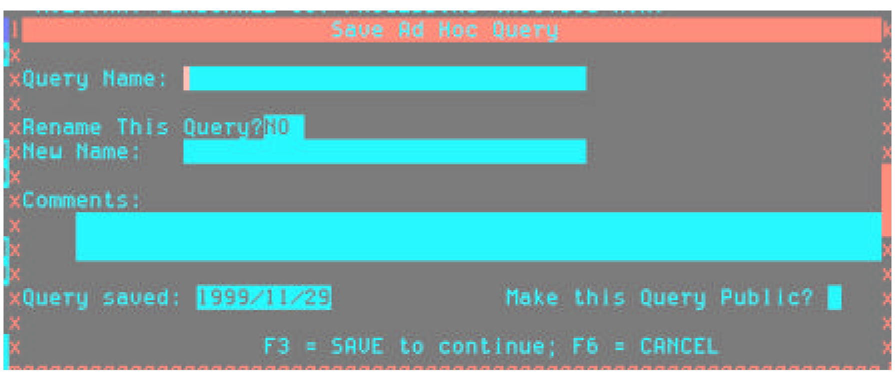
An example of a condition may be a date: To see the names and SSNs of all individuals who have in-processed at the installation within the last month, populate the fields as shown in the figure at the top of the next page. Notice that the actual date is entered into the fields. The “t” for today is not applicable in this section of the application.

The figure above shows a typical date condition set for an Ad Hoc Query. The condition depicted is valid for all persons whose in-processing start date is greater then or equal to Oct 29, 1999 or whose in-processing start date is less then or equal to Nov 29, 1999. This query will pull up all data elements requested on the previous page for all soldier's whose in-processing start date is anywhere from 10/29/99 to 11/29/99. Please note: the date format in the value field does not contain any punctuation. In addition, the date format is as follow: YYYYMMDD.

11. When all necessary conditions have been set, press <F3> to save and continue.

Naming the Query, Making the Query Public, and Adding comments to the Query

After setting conditions the following screen will appear:



12. Enter a name to define the query. Rename this query is set at "No" and the New Name data entry field is not an option when creating the query.

13. Enter comments as necessary. Usually comments give a more definitive description of the Ad Hoc Query. Press <Enter/Return> until the next data entry field appears. "Query saved" data field will default to the current date. The "Query Saved" date cannot be modified. Press <Enter/Return> to proceed to the next data entry field.

14. Enter "Y" to make query public or enter "N" to make query private. Making the query public makes it available to other users.

15. Press <F3> to save and continue.

16. Press <F8/F1> to PRINT Query Results or
Press <F8/F2> to VIEW Query Results or
Press <F8/F3> to VIEW Query Statements.

Note: Advise that the user view query results prior to printing query results. Occasionally, a query report may be so large that printing may be undesirable.

Instructions for Accessing the Advanced Ad Hoc Query Function

This selection allows the user to build "free form" software query language statements.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***3. Ad Hoc Query*** and press <Enter/Return>.
3. Select ***2. Create an Advanced Ad Hoc Query*** and press <Enter/Return>.
4. Enter software query language statements as necessary. Once the user has entered software query language statements, use one of the following options:

   Press <F8/F1> to PRINT Query Results or
   Press <F8/F2> to VIEW Query Results or
   Press <F8/F3> to VIEW Query Statements.

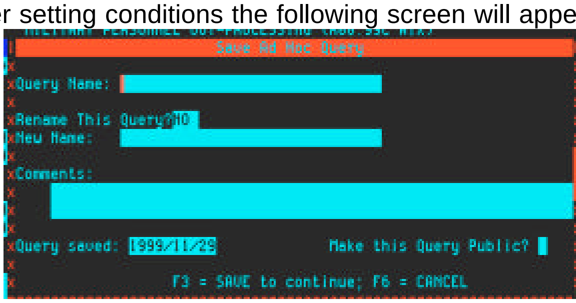
Instructions for Modifying a Saved Ad Hoc Query

This selection allows the user to change an Ad Hoc Query that has been built and saved.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***3. Ad Hoc Query*** and press <Enter/Return>.
3. Select ***3. Change a Saved Ad Hoc Query*** and press <Enter/Return>.
4. A list of saved public Ad Hoc Queries will appear.
5. Use the arrow keys to highlight the Ad Hoc Query to change and press <Enter/Return>.
6. Modify the Ad Hoc Query as necessary pressing <F3> after every page.

After setting conditions the following screen will appear:



7. Enter “Y” to rename the query or “N” to continue with the current name of the Query. If “Y” is selected, enter the new name for the query.

8. Modify comments as necessary. Usually comments give a more definitive description of the Ad Hoc Query. Press <Enter/Return> until the next data entry field appears. “Query saved” data field will default to the current date. The “Query Saved” date cannot be modified. Press <Enter/Return> to proceed to the next data entry field.

9. Enter “Y” to make query public or enter “N” to make query private. Making query public makes query available to other users.

10. Press <F3> to save and continue.

11. Press <F8/F1> to PRINT Query Results or
    Press <F8/F2> to VIEW Query Results or
    Press <F8/F3> to VIEW Query Statements.

Note: Advise that the user view query results prior to printing query results. Occasionally, a query report may be so large that printing may be undesirable.

Instructions for Deleting Saved Ad Hoc Queries

This selection allows the user to delete a saved Ad Hoc Query from the database.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.

2. Select ***3. Ad Hoc Query*** and press <Enter/Return>.

3. Select ***4. Delete Ad Hoc Queries*** and press <Enter/Return>.

4. A list of saved public Ad Hoc Queries will appear.

5. Use the arrow keys to highlight the Ad Hoc Query(s) to delete and press <F2> to mark query(s) for deletion. Once all the queries to delete have been marked press <Enter/Return> to proceed with deletion.

6. A confirmation message will appear. Input “Y” and <F3> to proceed with deletion.

Instructions for Viewing/Printing Saved Ad Hoc Query Results

This selection allows the user to view or print saved Ad Hoc Query Results/Output.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***3. Ad Hoc Query*** and press <Enter/Return>.
3. Select ***5. View/Print Saved Ad Hoc Query Results*** and press <Enter/Return>.
4. Press <F2> for choices.
5. A list of saved public Ad Hoc Queries will appear.
6. Use the arrow keys to highlight the Ad Hoc Query to view or print results for and press <Enter/Return>.
7. Press <F8/F1> to PRINT Query Results or
   Press <F8/F2> to VIEW Query Results or

Note: Advise that the user view query results prior to printing query results. Occasionally, a query report may be so large that printing may be undesirable.

Instructions for Viewing Saved Ad Hoc Query Statements

This selection allows the user to view the actual Software Query Language (SQL) statements written to create saved basic Ad Hoc Query.

From the Master Menu:

1. Select ***1. Peacetime Menu*** and press <Enter/Return>.
2. Select ***3. Ad Hoc Query Main Menu*** and press <Enter/Return>.
3. Select ***6. View Saved Ad Hoc Query Statements*** and press <Enter/Return>.
4. A list of saved public Ad Hoc Queries will appear.
5. Use the arrow keys to highlight the Ad Hoc Query to view and press <Enter/Return>.
6. SQL Statements used to create Ad Hoc Query will appear.

LESSON 11: CUSTOMER ASSISTANCE

OBJECTIVE/SYNOPSIS:

In this lesson, the user will learn how to gain access to different customer support activities. These will include telephonic assistance, problem reports/engineering change proposals and the ISM data sheet.

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Obtaining Telephonic Assistance Information
- Creating a Problem Report or Engineering Change Proposal (DA 5005-R)
- Printing a Problem Report or Engineering Change Proposal (DA 5005-R)
- Modifying an Existing Problem Report or Engineering Change Proposal (DA 5005-R)
- Viewing an Existing Problem Report or Engineering Change Proposal (DA 5005-R)
- Deleting an Existing Problem Report or Engineering Change Proposal Electronically
- Submitting a Problem Report or Engineering Change Proposal Electronically
- Viewing the ISM Data Sheet

TARGET AUDIENCE: The Functional Administrator and Alternate Functional Administrators.

EXPECTED TRAINING TIME: 30 Minutes

CUSTOMER ASSISTANCE MENU

The ISM Customer Assistance Office is located in Washington, D.C. The ISM CAO receives all inquiries, telephonic requests for help, and all ECP/PR's related to the ISM. The numbers (commercial and autovon) can be used 24 hours a day from anywhere in the world. A simplified mechanism for preparing a memorandum of record concerning telephonic assistance is built into the Customer Assistance sub-module. Electronic or hard copy distribution, as deemed appropriate, can be accomplished easily and quickly.

In addition, to obtaining general customer assistance information, the Customer Assistance Menu also allows access to the Problem Reports/ECP-S Submission Menu. This menu allows the user to create, modify, print, view, delete, and/or submit Problem Reports and ECP-S. The Problem Reports/ECP-S Submission menu can also be accessed from the Master Menu .

Instructions for Obtaining Telephonic Assistance Information

This selection allows the user to view Telephonic Assistance Information.

From the Master Menu:

1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.
2. Select ***1. Telephonic*** and press <Enter/Return>.
3. Telephonic Assistance Information screen will appear.
4. Press <Enter/Return> to exit view and return to Customer Assistance Menu.

NOTES:

Problem Report Menu

This menu allows the user to create problem reports and/or engineering change proposals. In addition, this menu also allows the user to modify, delete, or electronically submit problem reports and/or engineering change proposals.

Instructions for Creating a Problem Report or Engineering Change Proposal

This selection can be used to enter the information to generate a DA 5005-R (ECP/PR) for this ISM. The printed form can then be forwarded to the appropriate office for consideration.

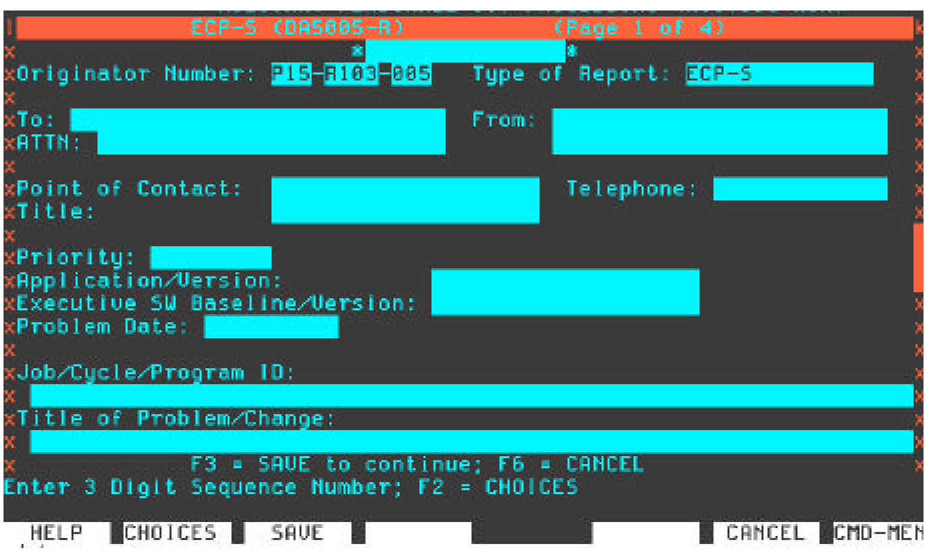
From the Master Menu:

1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.

2. Select ***3. Problem Reports*** and press <Enter/Return>.

3. Select ***1. Add/Change Problem Report/ECP-S***

The following screen will appear:



4. A computer generated originator number will populate the Originator Number data entry field.

5. Enter ECP-S (ECP-S/Recommendation for a Change) or PR (Problem Report) in the Type of Report data entry field.

6. In the “To:” data entry field enter the party to direct the ECP-S or PR to, usually the ISM Developer, ie. RUU SW Development.

7. In the “From” data entry field, enter the installation/office responsible for generating the ECP/PR.

8. In the “ATTN:” data entry field enter the name of the person to direct this ECP/PR to, i.e. Subject Area FP for RUU.

9. In the second half of the “From:” data entry field enter the name of the office responsible for generating the ECP/PR.

10. In the “Point of Contact” data entry field, enter the name of the individual generating the ECP, usually the FA.

11. In the “Telephone” data entry field, enter the Point of Contact’s telephone number.

12. In the “Title” data entry field, enter the Point of Contact’s job title.

13. If this is an ECP-S, then select a priority by pressing <F2>, highlighting choice and pressing <Enter/Return>. If this is a PR, then this field will be skipped automatically.

14. In the “Executive Software Baseline/Version” data entry field enter the software baseline or press <Tab> or <Enter/Return> to bypass this data entry field. (Not a required data entry field)

15. In the “Problem Date” data entry field enter date problem occurred Note: To enter current date, enter T for today.

16. In the “Job/Cycle/Program ID” data entry field enter the path in which the problem was discovered or the path in which the change should be added, i.e. Path (1.2.4.6) see appendix for detailed description and examples of the type of information needed in this field.

17. In the “Title of Problem/Change” data entry field enter the Title of the Problem or Change and press <F3>.

18. Enter the “Description of the Problem/Change” data entry field enter a brief description of the problem or recommendation and press <F3>.

19. Enter a brief description of how this problem or change affects the user. Press <Tab> to proceed to the next data entry field.

20. Enter the recommended solution to the problem or provide justification for the recommendation and press <F3>.

21. Enter remarks as necessary.

To Print the Problem Report or ECP-S

Advise that the Problem Report or ECP-S be printed prior to saving the problem report. If the Problem Report or ECP-S is saved prior to printing refer to instructions for printing a saved Problem Report or ECP-S later in this lesson.

22. Press <F8/F1>.

23. Enter number of copies (1-9).

24. Enter printer class or select <F2> choices and press <Enter/Return>.

25. Enter printer name or <F2> choices and press <Enter/Return>.

26. Press <F3> to Print.

To Save the Problem Report or ECP-S

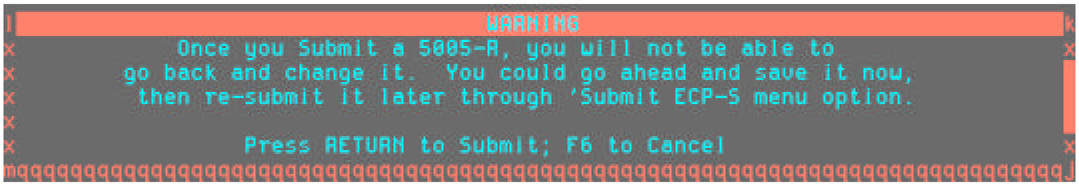
23. Press <F3>.

To Submit a Problem Report or ECP-S Electronically

The user may print out a hard copy of the Problem Report or ECP-S for reference/records. Once a Problem Report or ECP-S is submitted electronically the form is no longer in the user's control consequently the ability to print, modify, or delete the form will be available. However, the option of viewing a submitted Problem Report or ECP-S remains.

23. Press <F8/F3>.

    The following warning screen will appear:



24. Press <Enter/Return> to submit or press <F6> to cancel.

Instructions for Modifying a Problem Report/ECP-S

This function allows the user to modify an existing Problem Report/ECP-S. NOTE: A Problem Reports/ECP-S cannot be modified once it is submitted electronically.

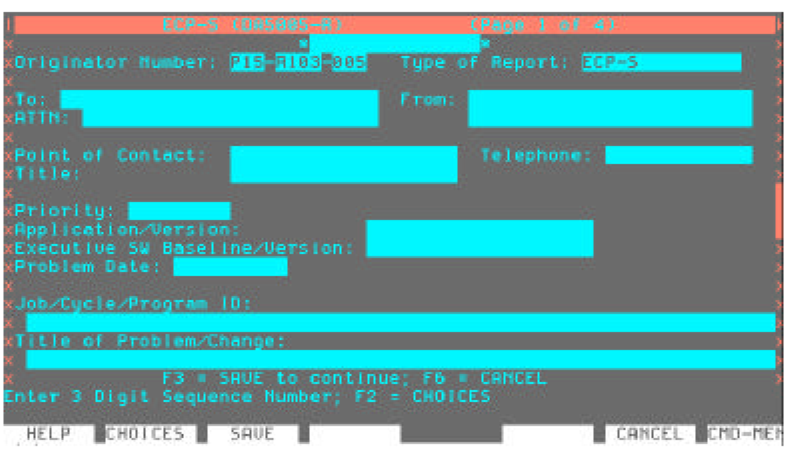
From the Master Menu:

1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.

2. Select ***3. Problem Reports*** and press <Enter/Return>.

3. Select ***1. Add/Change Problem Report/ECP-S***

    The following screen will appear:



4. Press <F2> choices to see a list of saved Problem Reports/ECP-S. From the choice list, using the arrow keys to navigate through choice list, highlight the Problem Report/ECP-S to modify and press <Enter/Return>. Modify each page as necessary pressing <F3> each time to proceed to next page. Press <F8/F4> to return to the previous page.

Instructions for Viewing a Problem Report/ECP-S

This function allows the user to view a saved Problem Report/ECP-S. This function may be needed for instances in which a paper copy of a submitted Problem Report/ECP-S was not kept. This function will provide the data submitted for a particular Problem Report/ECP-S. This option does not allow the modification of the Problem Report or ECP-S. This option is view only.

From the Master Menu:

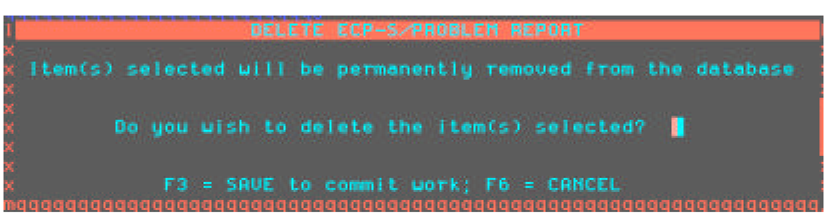
1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.
2. Select ***3. Problem Reports*** and press <Enter/Return>.
3. Select ***2. View Problem Report/ECP-S*** and press <Enter/Return>.
4. Press <F2> choices to see a list of saved Problem Reports/ECP-S. From the choice list, using the arrow keys, highlight the Problem Report/ECP-S you wish to view and press <Enter/Return>***.***
5. View each page as necessary pressing <F3> each time to proceed to next page. Press <F8/F4> to return to the previous page.

Instructions for Deleting a Problem Report/ECP-S

This selection allows the user to delete an already existing ECP/PR. It is the same selection as the "Delete ECP/PR" selection in the "Problem Reports Menu".

From the Master Menu:

1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.
2. Select ***3. Problem Reports*** and press <Enter/Return>.
3. Select ***3. Delete Problem Report/ECP-S*** and press <Enter/Return>.
4. Press <F2> choices to see a list of saved Problem Reports/ECP-S. From the choice list, using the arrow keys, highlight the Problem Report/ECP-S to delete and press <Enter/Return>***.***
5. Press <F3> until the following screen appears:



6. To Proceed with deletion press “Y” for yes and <F3>. To cancel deletion press <F6>.

Instructions for Submitting a Problem Report/ECP-S

This selection contains all of the ECP/PR's currently on the system. If the DA 5005 has already been submitted then a "Y" will appear in the far right column. A DA 5005 can't be resubmitted. Only FA's can submit ECP/PR's.

From the Master Menu:

1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.
2. Select ***3. Problem Reports*** and press <Enter/Return>.
3. Select ***4. Submit Problem Report/ECP-S*** and press <Enter/Return>.
4. A list of saved Problem Reports/ECP-S will appear. Using the arrow keys to navigate through the list, highlight the Problem Report/ECP-S(s) to submit electronically and press <F2> to mark. Once all the necessary Problem Reports/ECP-S(s) are marked press <Enter/Return> to submit.
5. The submitted column in the table should read “Yes” for all the Problem Reports/ECP-S(s) submitted.
6. Press <F6> to return to the Problem Report/ECP-S Menu.

ISM Data Sheet

This selection allows the user to access the information needed about the ISM when calling customer service.

Instructions for Viewing the ISM Data Sheet

From the Master Menu:

1. Select ***5. Customer Assistance Menu*** and press <Enter/Return>.
2. Select ***4. ISM Data Sheet*** and press <Enter/Return>.
3. Review information presented in the panel and press <Enter/Return> to proceed to next page. Press <F8/F2> to return to previous page.

NOTES:

LESSON 12: PROBLEM REPORTS/ECP-S SUBMISSION

OBJECTIVE/SYNOPSIS:

This option enables the user to complete a DA Form 5005-R (ECP/PR) and send it electronically, or print a copy of the form.

Enter all data in the fields according to the DA Pamphlet 25-6 Configuration Management for Automated Information Systems for completing ECP/Problem Reports. Upon completion, print the form and/or submit the form electronically. Once an ECP/Problem Report is submitted electronically, it cannot be modified or reprinted. The ability to view this report remains.

In this lesson the user will learn the steps necessary to identify, document, and submit an ECP and/or Problem Report.

This lesson will discuss and/or provide step-by-step procedures for the following functions:

- Creating a Problem Report or Engineering Change Proposal (DA 5005-R)
- Printing a Problem Report or Engineering Change Proposal (DA 5005-R)
- Modifying an Existing Problem Report or Engineering Change Proposal (DA 5005-R)
- Viewing an Existing Problem Report or Engineering Change Proposal (DA 5005-R)
- Deleting an Existing Problem Report or Engineering Change Proposal Electronically
- Submitting a Problem Report or Engineering Change Proposal Electronically

TARGET AUDIENCE: All RUU Functional Administrators

EXPECTED TRAINING TIME: 1 hour

Problem Reports/ECP-S Submission Menu

This menu allows the user to create problem reports and/or engineering change proposals. In addition, this menu also allows the user to modify, delete, or electronically submit problem reports and/or engineering change proposals.

Instructions for Creating a Problem Report or Engineering Change Proposal

This selection can be used to enter the information to generate a DA 5005-R (ECP/PR) for this ISM. The printed form can then be forwarded to the appropriate office for consideration.

From the Master Menu:

1. Select ***6. Problem Reports/ECP Submission*** and press <Enter/Return>.

2. Select ***1. Add/Change Problem Report/ECP-S***

The following screen will appear:

3. A computer generated originator number will populate the Originator Number data entry field.

4. Enter ECP-S (ECP-S/Recommendation for a Change) or PR (Problem Report) in the Type of Report data entry field.

5. In the “To:” data entry field enter the party to direct the ECP-S or PR to, usually the ISM Developer, and etc.

6. In the “From” data entry field, enter the installation/office responsible for generating the ECP/PR.

7. In the “ATTN:” data entry field enter the name of the person to direct this ECP/PR to, i.e. Subject Area FP for RUU.

8. In the second half of the “From:” data entry field enter the name of the office responsible for generating the ECP/PR.

9. In the “Point of Contact” data entry field, enter the name of the individual generating the ECP, usually the FA.

10. In the “Telephone” data entry field, enter the Point of Contact’s telephone number.

11. In the “Title” data entry field, enter the Point of Contact’s job title.

12. If this is an ECP-S, then select a priority by pressing <F2>, highlighting choice and pressing <Enter/Return>. If this is a PR, then this field will be skipped automatically.

13. In the “Executive Software Baseline/Version” data entry field enter the software baseline or press <Tab> or <Enter/Return> to bypass this data entry field. (Not a required data entry field)

14. In the “Problem Date” data entry field enter date problem occurred Note: To enter current date, enter T for today.

15. In the “Job/Cycle/Program ID” data entry field enter the path in which the problem was discovered or the path in which the change should be added, i.e. Path (1.2.4.6) see appendix for detailed description and examples of the type of information needed in this field.

16. In the “Title of Problem/Change” data entry field enter the Title of the Problem or Change and press <F3>.

17. Enter the “Description of the Problem/Change” data entry field enter a brief description of the problem or recommendation and press <F3>.

18. Enter a brief description of how this problem or change affects the user. Press <Tab> to proceed to the next data entry field.

19. Enter the recommended solution to the problem or provide justification for the recommendation and press <F3>.

20. Enter remarks as necessary.

To Print the Problem Report or ECP-S

Advise that the Problem Report or ECP-S be printed prior to saving the problem report. If the Problem Report or ECP-S is saved prior to printing refer to instructions for printing a saved Problem Report or ECP-S later in this lesson.

21. Press <F8/F1>.

22. Enter number of copies (1-9).

23. Enter printer class or select <F2> choices and press <Enter/Return>.

24. Enter printer name or <F2> choices and press <Enter/Return>.

25. Press <F3> to Print.

To Save the Problem Report or ECP-S

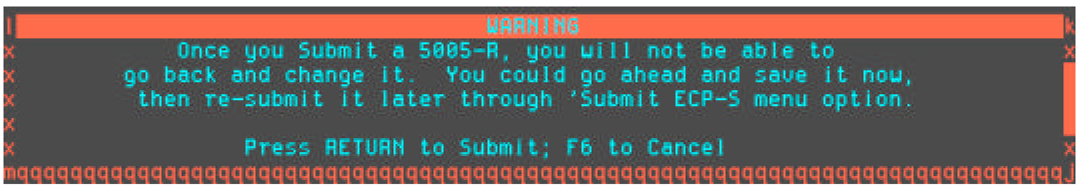
21. Press <F3>.

To Submit a Problem Report or ECP-S Electronically

The user may print out a hard copy of the Problem Report or ECP-S for their reference/records. Once a Problem Report or ECP-S is submitted electronically the form is no longer in the user's control consequently the ability to print, modify, or delete the form will be available. However, the option of viewing a submitted Problem Report or ECP-S remains.

21. Press <F8/F3>.

    The following warning screen will appear:



22. Press <Enter/Return> to submit or press <F6> to cancel.

Instructions for Modifying a Problem Report/ECP-S

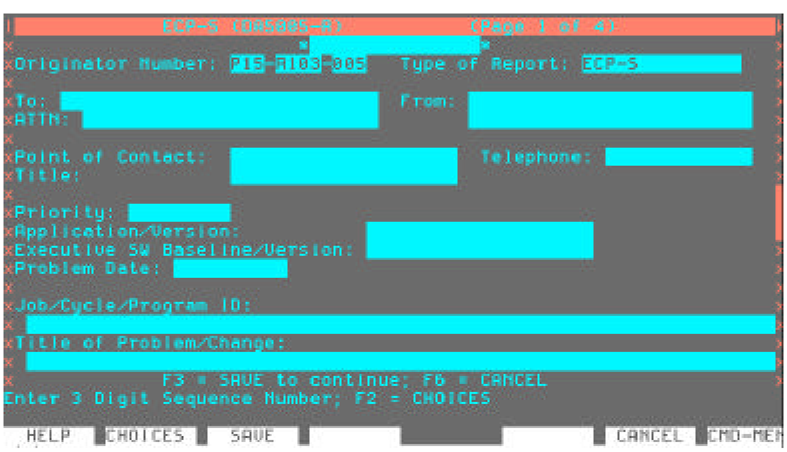
This function allows the user to modify an existing Problem Report/ECP-S. A Problem Reports/ECP-S cannot be modified once it is submitted electronically.

From the Master Menu:

1. Select ***6. Problem Reports/ECP-S Submission*** and press <Enter/Return>.

2. Select ***1. Add/Change Problem Report/ECP-S***

The following screen will appear:



3. Press <F2> choices to see a list of saved Problem Reports/ECP-S. From the choice list, using the arrow keys to navigate through choice list, highlight the Problem Report/ECP-S to modify and press <Enter/Return>.

4. Modify each page as necessary pressing <F3> each time to proceed to next page. Press <F8/F4> to return to the previous page.

Instructions for Viewing a Problem Report/ECP-S

This function allows the user to view a saved Problem Report/ECP-S. This function may be needed for instances in which a paper copy of a submitted Problem Report/ECP-S was not kept. This function will provide the data submitted for a particular Problem Report/ECP-S. This option does not allow modification of the Problem Report or ECP-S. This option is view only.

From the Master Menu:

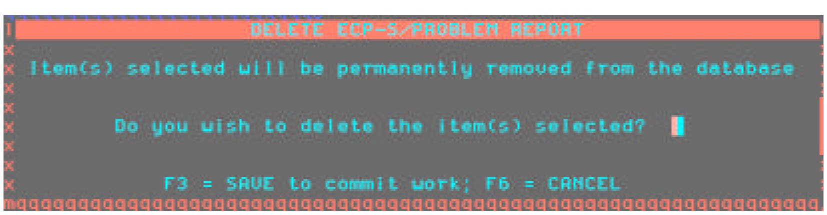
1. Select ***6. Problem Reports/ECP-S Submission*** and press <Enter/Return>.
2. Select ***2. View Problem Report/ECP-S*** and press <Enter/Return>.
3. Press <F2> choices to see a list of saved Problem Reports/ECP-S. From the choice list, using the arrow keys, highlight the Problem Report/ECP-S you wish to view and press <Enter/Return>***.***
4. View each page as necessary pressing <F3> each time to proceed to next page. Press <F8/F4> to return to the previous page.

Instructions for Deleting a Problem Report/ECP-S

This selection allows the user to delete an already existing ECP/PR. It is the same selection as the "Delete ECP/PR" selection in the "Problem Reports Menu" under the Customer Assistance Menu.

From the Master Menu:

1. Select ***6. Problem Reports/ECP-S Submission*** and press <Enter/Return>.
2. Select ***3. Delete Problem Report/ECP-S*** and press <Enter/Return>.
3. Press <F2> choices to see a list of saved Problem Reports/ECP-S. From the choice list, using the arrow keys, highlight the Problem Report/ECP-S to delete and press <Enter/Return>***.***
4. Press <F3> until you see the following screen:



6. To Proceed with deletion press “Y” for yes and <F3>. To cancel deletion press <F6>.

Instructions for Submitting a Problem Report/ECP-S

This selection contains all of the ECP/PR's currently on the system. If the DA 5005 has already been submitted then a "y" will appear in the far right column. A DA 5005 can't be resubmitted. Only FA's can submit ECP/PR's.

From the Master Menu:

1. Select ***6. Problem Reports/ECP-S Submission*** and press <Enter/Return>.
2. Select ***4. Submit Problem Report/ECP-S*** and press <Enter/Return>.
3. A list of saved Problem Reports/ECP-S will appear. Using the arrow keys to navigate through the list, highlight the Problem Report/ECP-S(s) to submit electronically and press <F2> to mark. Once all the necessary Problem Reports/ECP-S(s) are marked press <Enter/Return> to submit.
4. The submitted column in the table should read “Yes” for all the Problem Reports/ECP-S(s) submitted.
5. Press <F6> to return to the Problem Report/ECP-S Menu.

NOTES:

APPENDIX A: ECP/PR DATA FIELD DESCRIPTORS

ECP/PR DATA FIELD DESCRIPTORS

The following describes what type of data is expected from each data entry field within the DA Form 5005-R.

1. **To:** Enter address of the supporting Software Development Center
2. **From:** Enter mailing address of originator. Include name of individual preparing form if other than point of contact.
3. **Originator number:** This number is system generated.
4. **Point of Contact:** Enter the name and telephone number of the person who should be contacted to explain the reported problem or proposed change.
5. **Priority:** Complete this block for an ECP-S only. Check appropriate block.
6. **Application CI baseline/version:** Enter the baseline number of the SCP when the change was proposed or the problem occurred.
7. **Executive software baseline/version:** Enter the release number of the executive software used to control systems processing.
8. **Problem Date:** Enter date when problem occurred. Date must be all numeric (YYMMDD).
9. **Job/Cycle/Program Identification:** Enter the affected program, report screen, or the like. If notating a database error, this field could represent the menu path you took to get to the database error.
10. **Title of Problem/Change:** Enter a short descriptive title of the problem or proposed change.
11. **Description of problem/change:** Describe the problem or proposed change in sufficient detail to permit ready identification and evaluation. Include copies of output if necessary.
12. **Effect on User:** Describe adverse effects or improved characteristics that the proposed change may have on the user. Include the effects if the proposed change is not made.
13. **Recommended Solution/Justification:** Enter the recommended solution and justification to support the proposed change or action taken to resolve the problem.

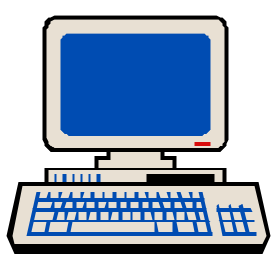
14. **Date/Name and Title of Submitting Authority/Signature:** Once the paper copy of the ECP/PR is printed, this date shows the date you sign the form, your name and job title, and your signature.

15. **Remarks:** Enter any additional remarks.

16. **MACOM:**

17. **Date/Name and Title/Signature:**

Items 18 through 29 are completed by the Proponent Agency and/or an Assigned Responsible Agency. These fields are only shown on the printed-paper copy of the form.



APPENDIX B: WIN QVT TERMPLUS V4.1.5

INSTALLATION INSTRUCTIONS

PLEASE PRINT THIS EMAIL FIRST

PLEASE READ THIS COMPLETELY BEFORE PROCEEDING

INSTALLATION INSTRUCTIONS FOR QVT Term-Plus v4.1.5

THESE INSTRUCTIONS WILL INSTALL QVT Term-Plus v4.1.5 (32-BIT VERSION) ON A WINDOWS 95 or WINDOWS NT COMPUTER.

NOTE: It is important to install the program in the directories specified in these instructions. Installation into any directory other than defaults will hamper any future installations and troubleshooting.

1. If you received QVT Term-Plus v4.1.5 via e-mail go to Step 2, if you need to get QVT Term-Plus v4.1.5 via the Internet please go to Step 3.

2. E-mail Instructions
   a. Double click on the file/attachment called ***termplusV415.exe***.
   b. Please continue with Step 5d.

3. Create a download directory:
   a. Go to Start => Programs => Windows Explorer
   b. Go to File => New => Folder
   c. Name this new folder qvttemp
   d. Close Windows Explorer

4. Internet Instructions
   a. Open your Web Browser (Internet Explorer or Netscape).
   b. Internet Explorer Instructions
      1. On the line labeled Address, type **www.ansoc.army.mil/ismbbs/home.html**. Depress the Enter key.
      2. Click on the DOWNLOAD WinQVT symbol in the upper right hand corner of the page
      3. Click on the Windows 95, NT link (found in the second paragraph of the page)
      4. Click on the green button labeled: Click to Download QVT Term v4.1.5 Program (Win 95/NT).
      5. When asked, "What would you like to do with this file? Select Save it to disk. Depress the OK button.
      6. When the Save As window appears, get to the folder labeled **c:\qvttemp**.
      7. Make sure File name is ***termplusV415.exe***.
      8. Depress the Save button.
      9. This is a big file (1800K), so it may take a while to download. Be patient.
   c. Netscape Instructions
      1. On the line labeled Location, type **www.ansoc.army.mil/ismbbs/home.html**. Depress the Enter key.

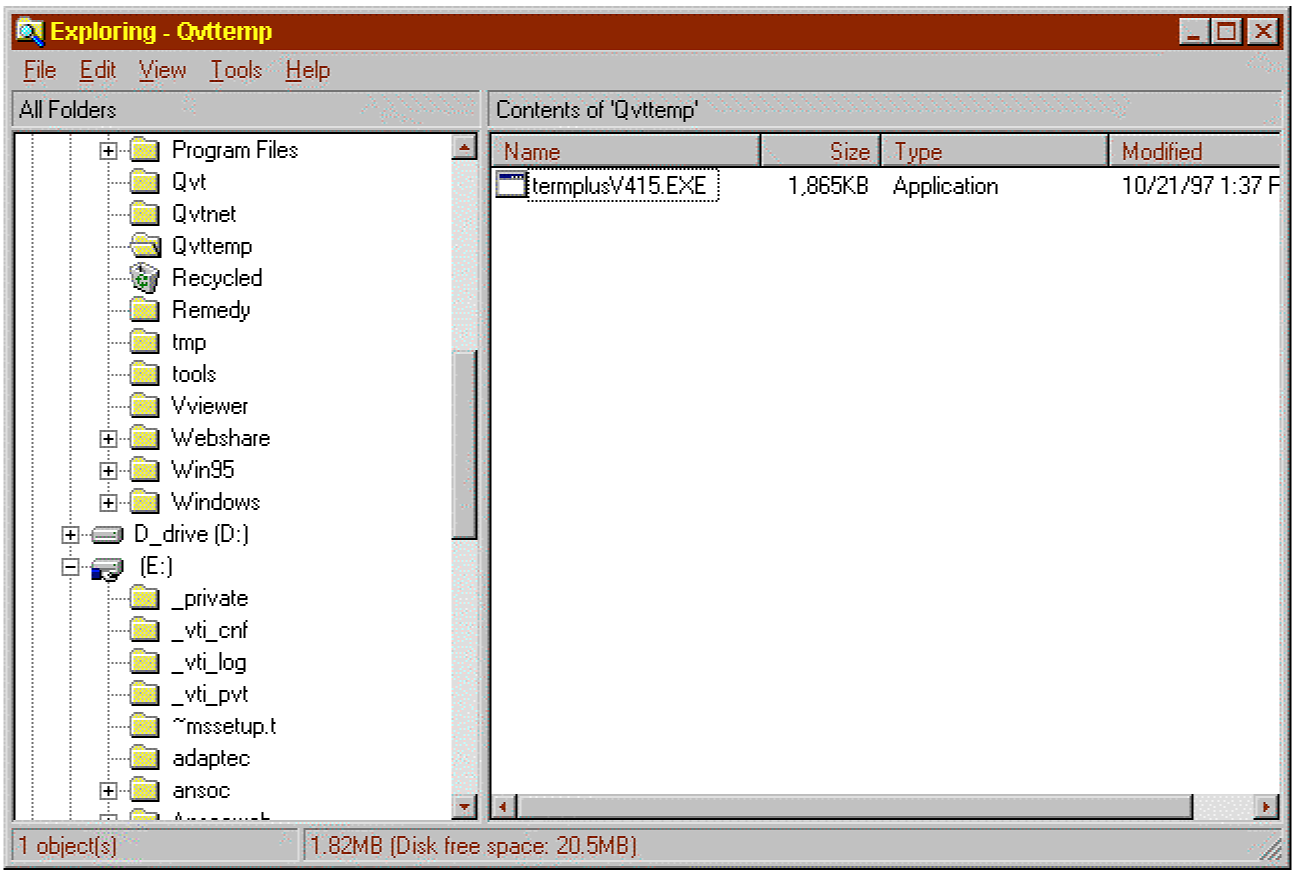
2. Click on the DOWNLOAD WinQVT symbol in the upper right hand corner of the page.
3. Click on the Windows 95, NT link (found in the second paragraph of the page)
4. Click on the green button labeled: Click to Download QVT Term v4.1.5 Program (Win 95/NT).
5. Select the save file button. Save to **c:\qvttemp** folder
6. This is a big file (1800K), so it may take a while to download. Be patient.

d. After this file downloads you can close your Web Browser

5. Unzip and install the QVT Term program received via the Internet

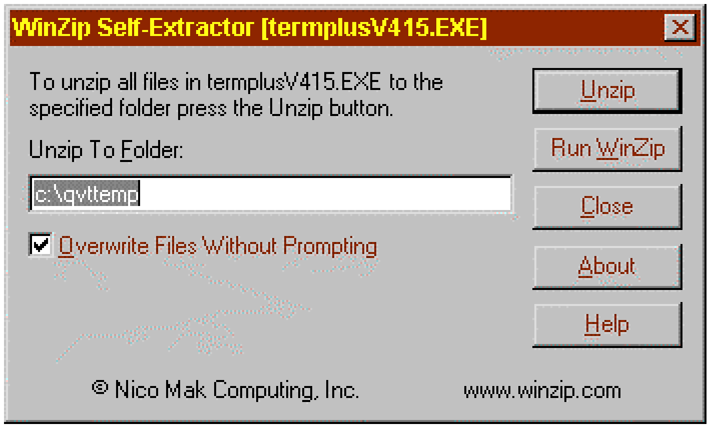
a. Go to Start => Programs => Windows Explorer

b. Double click on the folder labeled **c:\qvttemp**



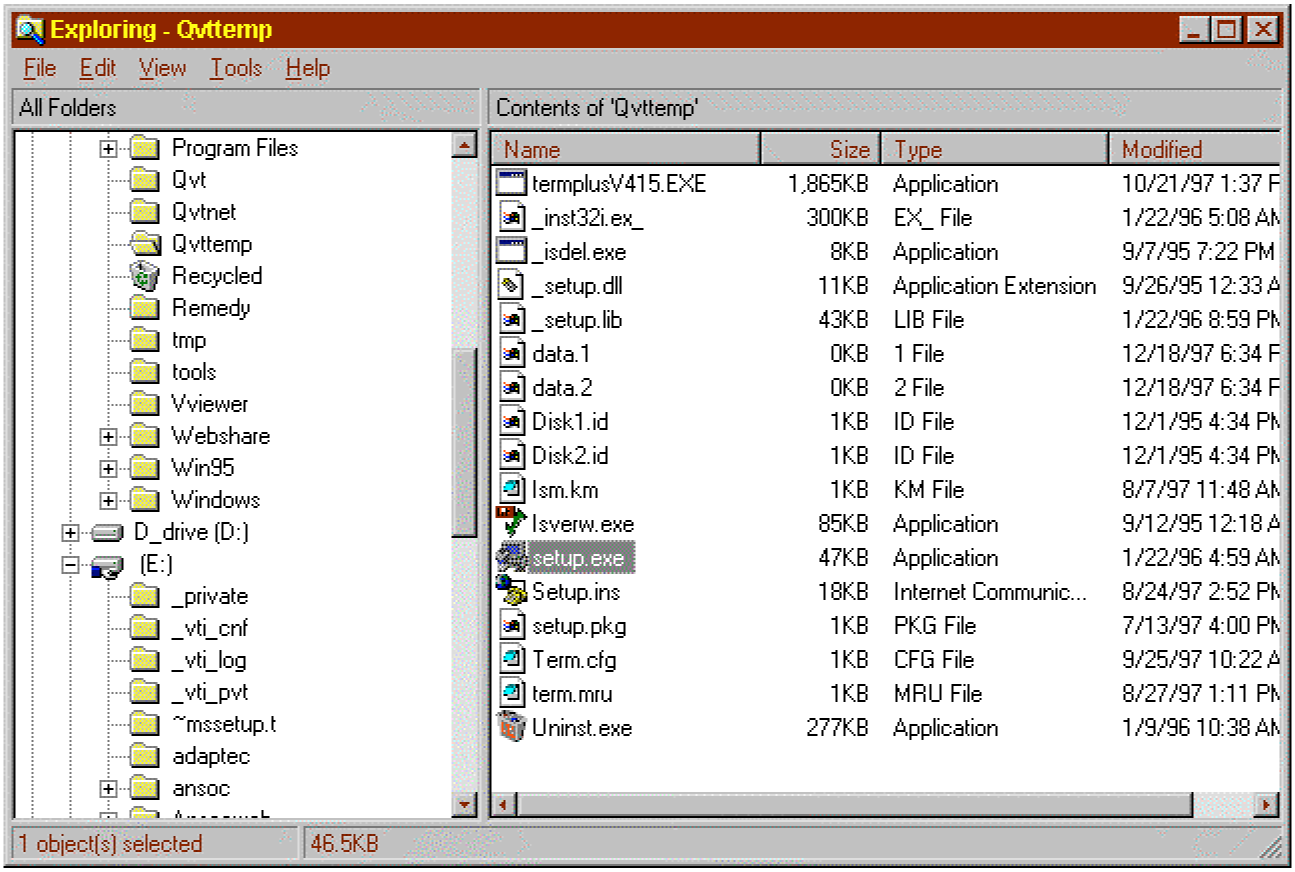
c. Double click on the file named ***termplusV415.exe***.

d. A screen called WinZip Self-Extractor [termplusV414.exe] will open up.



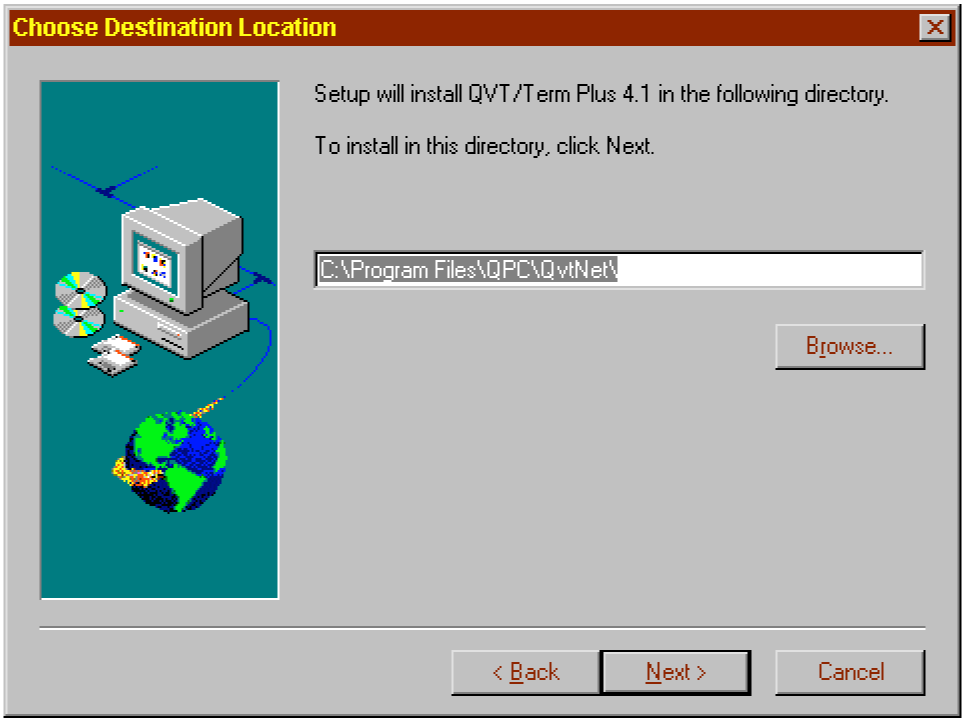
a. On the line Unzip to Folder line please ensure that is says **c:\qvttemp**. If not, correct it.
b. Depress Unzip button
c. A screen called WinZip Self-Extractor 16 files(s) unzipped successfully. Depress OK button

d. Close WinZip Self-Extractor [termplusV415.exe] window. Depress the close button
e. Double click on the file named setup.exe inside of the **c:\qvttemp** folder. If you do not see a file called setup.exe, look for a file called setup. It should have size of 47KB in the Size column and Application in the Type column.



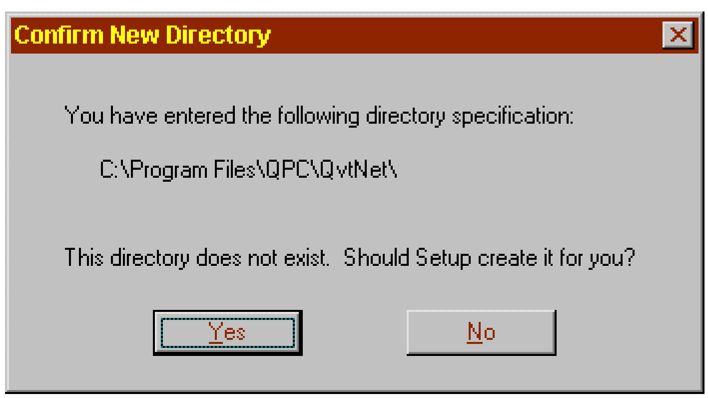
f. At the Welcome screen click on the Next button.

g. At the Choose Destination Location screen, the system will default to **C:\Program Files\Qpc\QVTNet**. If the default is correct, depress the Next button, otherwise make any corrections needed.

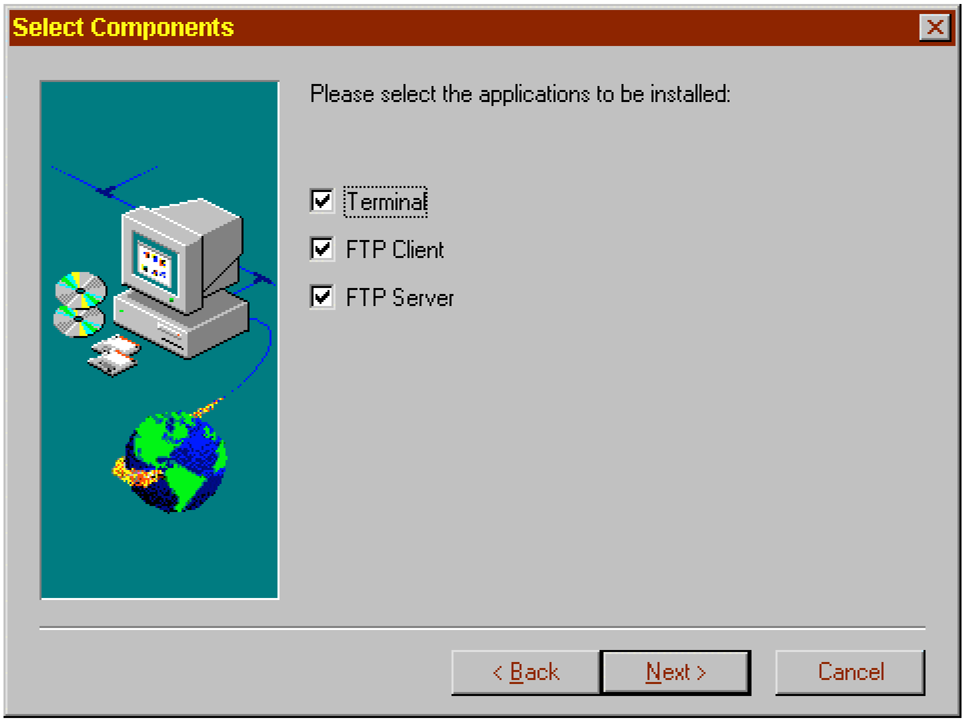


h. The computer will now ask you to confirm the Destination Location. Ensure the destination reads C:\Program Files\Qpc\QvtNet. If the destination is correct press the Yes button otherwise press the No button and you will be given the opportunity to change it.

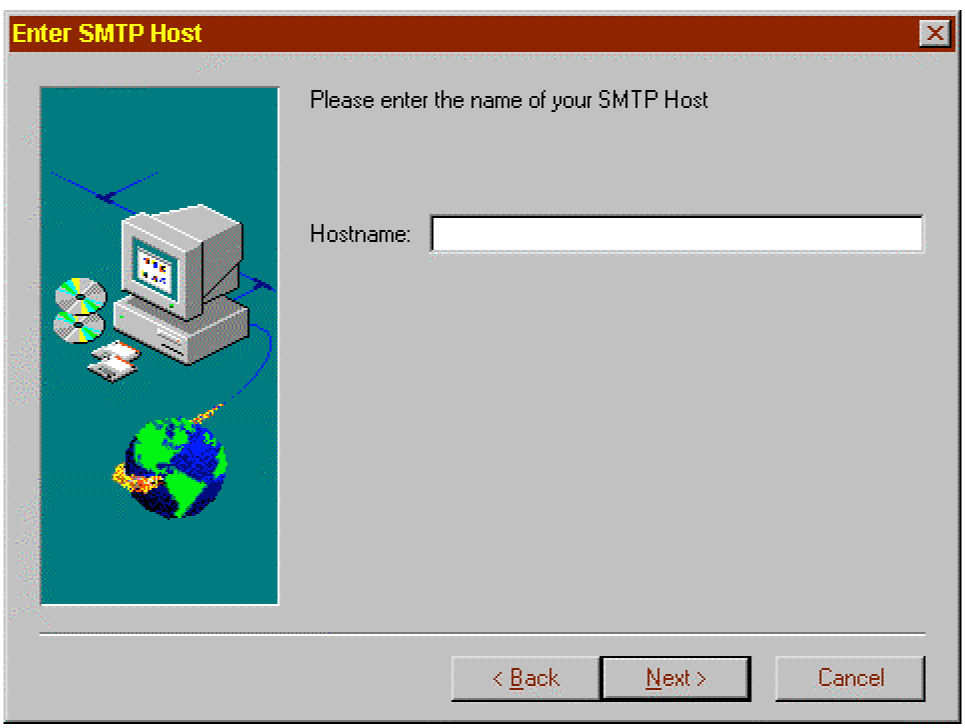
NOTE: You will only get this screen if this is your first attempt at installing this software package.



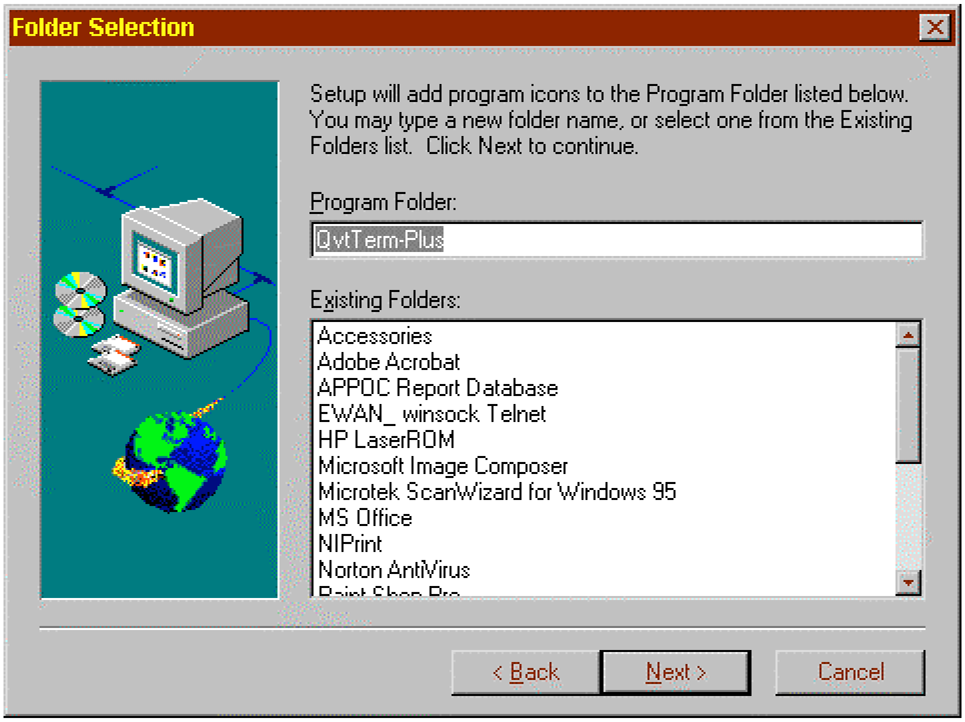
i. At the Select Components window, choose which component you need. If you do not need the FTP components unselect the FTP Client and FTP Server. To date the only users that need all three components are the EDMIS users, all others should unselect the FTP Client and FTP Server.



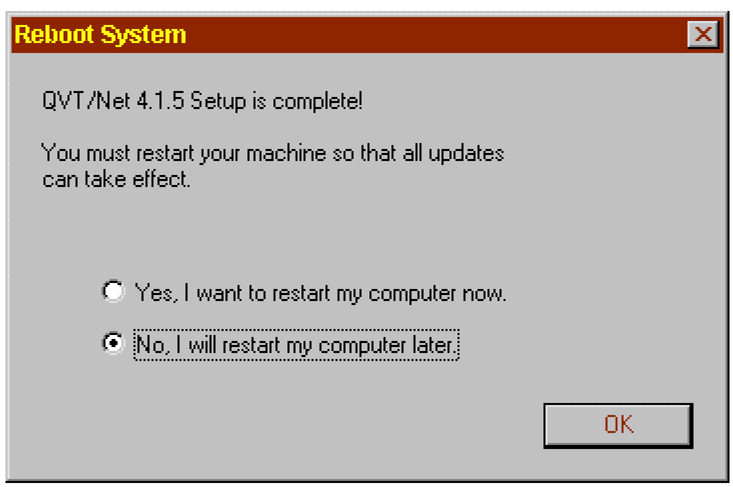
j. If you selected all three components in the above step you will be asked to select an SMTP Host. Leave this line blank.



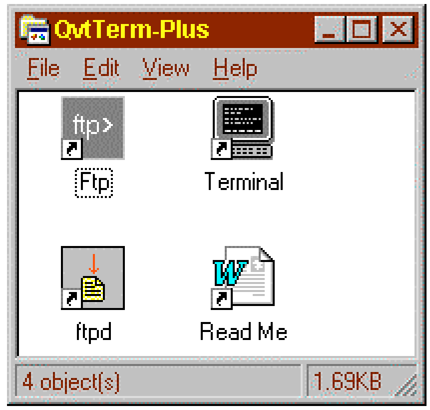
k. At the Folder Selection screen ensure that QVT Term-Plus is displayed in the window. If the location is correct click on the "next" button



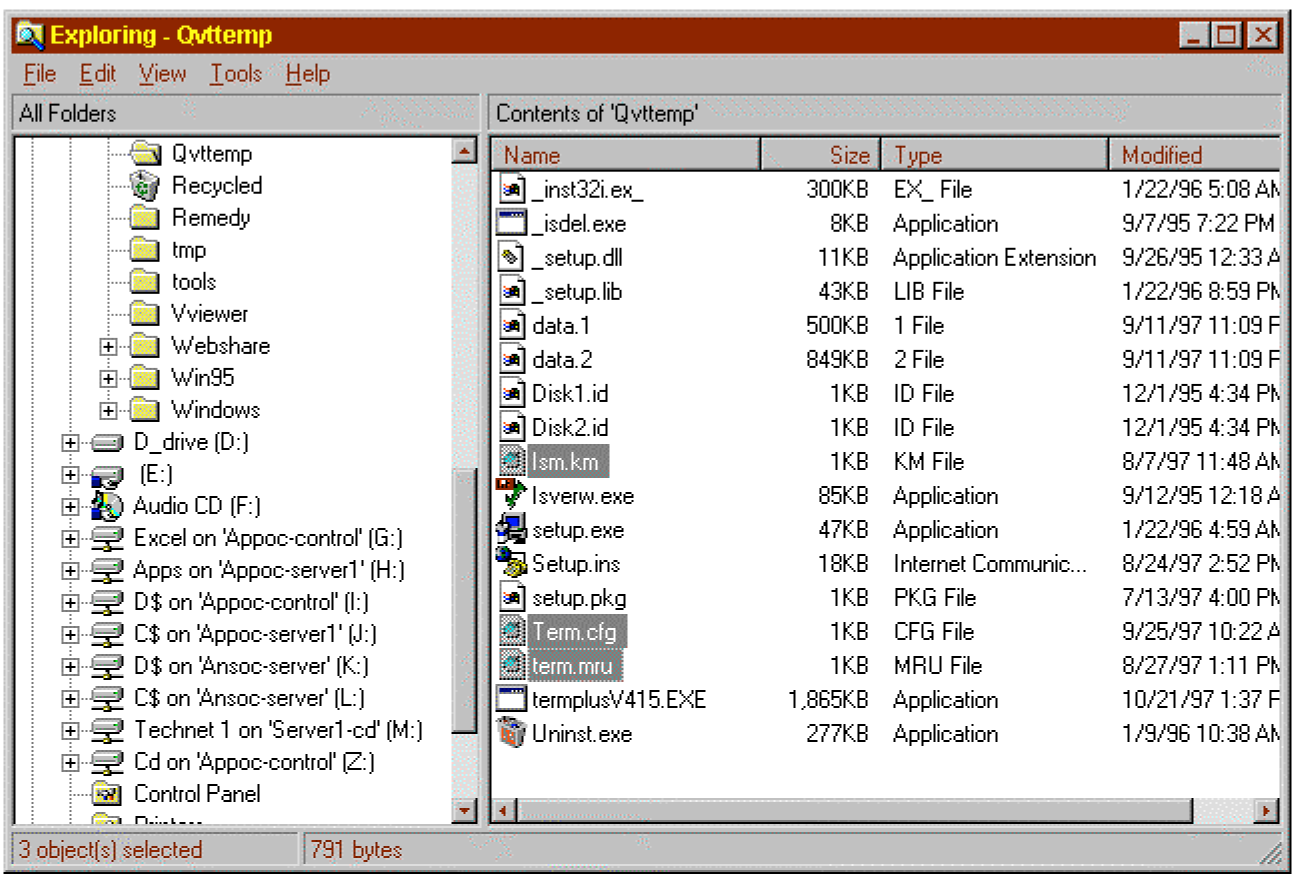
l. When QVT/Term finishes its setup you will be presented with the opportunity to reboot your system. Select the "No, I will restart my computer later" Click on the "OK" button



m. The computer will now open a window labeled QVT Term-Plus. Close this window.

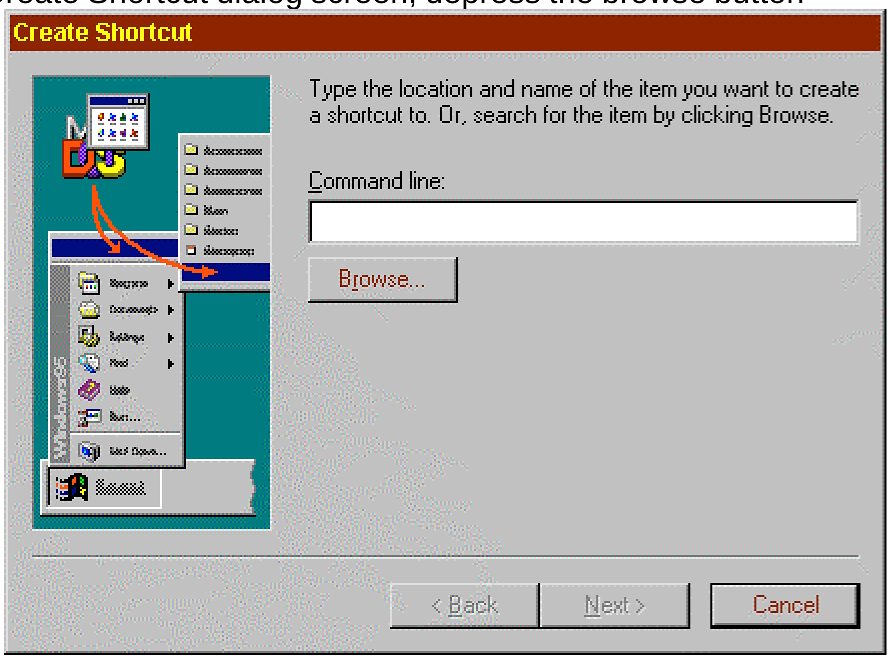


n. Using Windows Explorer copy the file named ism.km from c:\qvttemp to C:\Program Files\QPC\QvtNet\bin. (Place mouse pointer on file called ism.km, depress left mouse button ONCE, (file should now be highlighted). With mouse pointer still on file called ism.km, depress right mouse button ONCE. Select Copy. Open folder labeled Program Files\QPC\QVTNet\bin\. With mouse pointer on the folder labeled bin, depress the left mouse button ONCE, (the folder should now be highlighted). With the mouse pointer on the folder labeled bin, depress the right mouse button ONCE. Select Paste.)



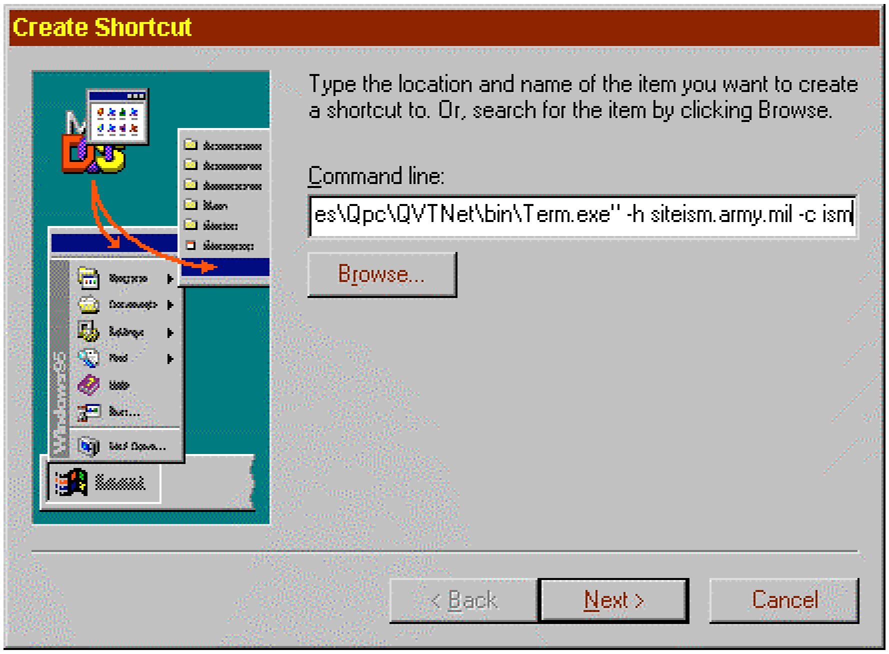
o. You need to copy the files, term.cfg and term.mru to C:\Program Files\QPC\QVTNet\bin. Use the techniques outlined in the step above.
p. Using Windows Explorer delete the folder labeled qvttemp.
q. Close Windows Explorer.

6. Create a shortcut.
   a. With the mouse pointer on an open area on the desktop, click the right mouse button
   b. Go to New => select Shortcut
   c. In the Create Shortcut dialog screen, depress the browse button

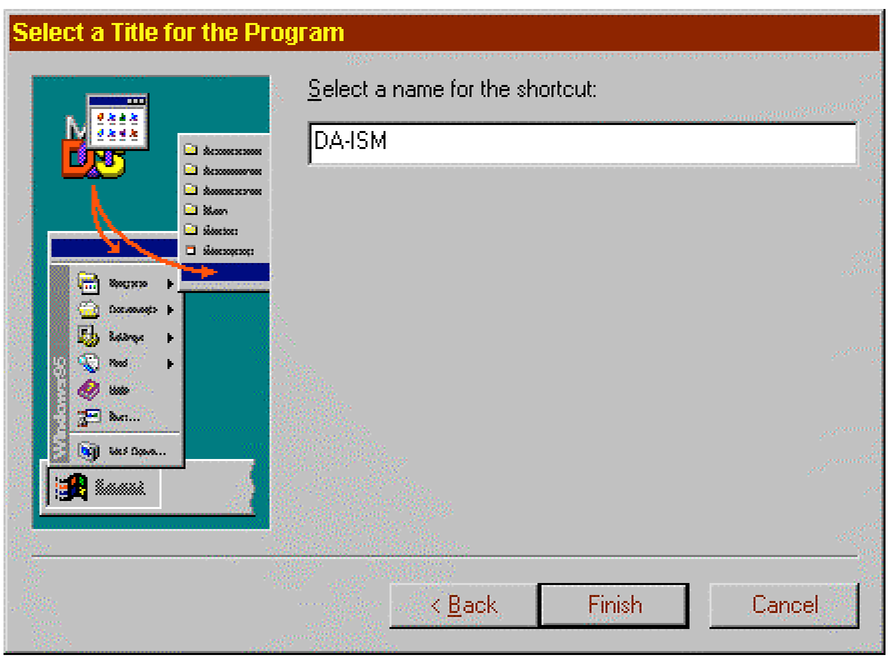


   d. The next is tricky, so be sure you understand what you need to do before you go any further. In the Command Line box enter this:

"C:\Program Files\QPC\QVTNet\bin\Term.exe" -h siteism.army.mil -c ism.
Now instead of entering the word siteism, you will replace the site part with your installation name. For example, myerism. The display will look like the one below, if you enter everything correctly.



e. Once you have entered all the data depress the Next button.
f. In the Select a Title for the Program screen enter “DA-ISM”. Click on the “finish” button



8. Reboot your computer.

9. Double click on the DA-ISM shortcut you created.

10. Enter your username and password at the proper prompts.

11. When the system asks you to "Enter your TERM type (default = 1): Select 8): Select 8 You must select 8 or there is a chance your function keys will not work.

12. When the system asks you to "please enter your TERM (default =): enter vtpc-c you must select vtpc-c or there is a chance your function keys will not work.